



MINUTES
Committee of the Whole
Monday, April 9, 2018 @ 5:30 p.m.
City Council Chambers

CALL TO ORDER

Council President Wood called the meeting to order at 5:30 p.m.

PRESENT

Councilmember Kathie Dunbar- arrived at 5:34 p.m.
Councilmember Jeremy A. Garza
Councilmember Adam Hussain
Council Member Brian T. Jackson
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Jody Washington
Councilmember Carol Wood

OTHERS PRESENT

Sherrie Boak, Council Staff
Eric Brewer Internal Auditor
Jim Smiertka, City Attorney- left the meeting at 6:15 p.m.
Heather Sumner, Deputy City Attorney
Samantha Harkins, Mayor's Executive Assistant
Chief Yankowski, Lansing Police Chief
Lisa Thelen, Human Resources
Linda Sanchez-Gazella, Human Resources Director
Angie Bennett, Finance Director
Gillian Dawson
Elaine Womboldt

Minutes

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM APRIL 2, 2018 MEETING AS PRESENTED. MOTION CARRIED 7-0.

Public Comment on Agenda Items (Up to 3 Minutes)

Ms. Womboldt spoke in support of the Lansing Police Department and then asked the Committee to ask Human Resources and the Lansing Police Department to reduce contract employees. Ms. Womboldt continued by asking Council to consider having more community police officers.

Discussion/Action:

RESOLUTION – Appointment of Gillian Dawson; Member of the Elected Officers Compensation Commission; Term to Expire October 1, 2020

Ms. Dawson informed the City she is a MSU graduate and 4th Ward resident. She applied for this Board because her opinion was that there needs to be competitive compensation for elected officials.

Council President Wood referenced the application and asked Ms. Dawson if she was aware this Board only meets bi-annually, and since she listed other boards on the list of boards she wished to serve on. Council Member Spitzley asked if she was appointed to the Board, if that precludes her from serving on another board. Ms. Harkins stated she cannot serve on more than one charter Board at the same time. Council Member Washington acknowledged Ms. Dawson for her interest to offer to serve on a board not on her list of choices.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE APPOINTMENT GILLIAN DAWSON TO THE ELECTED OFFICERS COMPENSATION COMMISSION. MOTION CARRIED 8-0.

RESOLUTION – Set the Public Hearing for the FY2018/2019 Budget for May 14, 2018

MOTION BY COUNCIL MEMBER SPADAFORÉ TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR THE FY 2019 BUDGET FOR MAY 14, 2018. MOTION CARRIED 8-0.

RESOLUTION – Amend Resolution 2017-278; 2018 City Council Meeting Dates

Council President Wood noted that there are three (3) meetings in April and three (3) meetings in May per the recommended schedule from the Clerk in 2017, and the Council approved in late 2017. The leadership is suggesting canceling the May 7th Council meeting, but will continue to hold the May 7th Committee of the Whole meeting since it is mid budget season.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION TO AMEND RESOLUTION 2017-278 TO CANCEL THE COUNCIL MEETING ON MAY 7, 2018. MOTION CARRIED 8-0.

Presentation

Department Budget Presentations

Human Resources

Ms. Sanchez-Gazella provided a presentation to the Committee that highlighting what her staff does for the 900 active employees and 1,000+ retirees. Her staff currently consists of 8 staff in addition to two vacancies. In the department summary Ms. Sanchez-Gazella outlined the four (4) divisions including selection and retention where they have had a 13% increase in hiring, 23.5% in promotions, the payroll and benefits division, labor relations and health and wellness. The slides outlined the departments new initiatives including beginning an automated performance management system for employees, an off boarding system to allow all departments to be aware when a vacancy occurs, a partnership with the IT Department on upgrades to the City's Intranet Site. The department's largest initiative is the upgrade to the Superior Payroll and HR system (IFAS). Lastly, the department provided a brief detail on the new EAP (Employee Assistance Program) with encompass. The Committee also received a flyer on encompass. The following statistics were outlined in their last slide:

2017 Net – Hourly (\$4,519,000-174 Employees); Salary (\$10,807,000-305 Employees); Police/Fire (\$19,650,000-460 Employees); Pension (\$48,679,000-1,646 Retirees). There

were 115 Workers Compensation Claims, the benefits covered 2,299 active employees and 3,006 retirees, and there were 46 grievances file in 2017.

Council Member Spadafore asked if the 115 WC claims was an increase, decrease, good or bad. Ms. Sanchez-Gazella confirmed it was standard, but would follow up with the Personal Wellness person for an overall outlook. Council Member Jackson asked what the City can do to be more competitive and obtain and keep employees. Ms. Sanchez-Gazella suggested that to retain employees there should be more training and competitive wages. They are currently evaluating the Segal Plan to look at how to retain. Council Member Jackson asked if there was a large turn over. Ms. Thelen answered that question by acknowledging that the City has a good retirement to people stay, and the turnover has not been any higher than previous years. It does not appear to be a trend; they find that if people leave before retirement it is because of other opportunities. Council Member Jackson then asked if the City had a hard time hiring since there have been long term vacancies not being filled. Ms. Sanchez-Gazella supported her hiring managers that have been diligently working with the departments on hiring and stream lining the process. They are doing more active hiring. Ms. Thelen added that the City's hiring and termination mirror each other; if they hire then it appears the same number retires. Ms. Sanchez-Gazella assured Council that they are working on the vacancy factor list for the 1st quarter and will provide that later in the budget process. Council Member Hussain asked for an update on the employee residency program. Ms. Sanchez-Gazella confirmed they are marketing it and letting employees know. How it is advertised is a big step in moving on it. In this year there had been one loan with little advertising, and the new HR direction is for more advertising. Council Member Hussain asked if they were encouraging other employers in the City to propose the same incentive. Ms. Harkins confirmed that the Mayor's office has had discussions encouraging them to offer residency programs. Council Member Spadafore asked how long the two (2) positions in HR had been vacant. Ms. Sanchez-Gazella stated they had only been vacant since January 2018 when she started. They were evaluated by her when she started as Director and changed the titles and salaries based on her evaluation and needs. Ms. Thelen detailed that they initially were vacant for a Clerk 22 and Administrative Assistant 28 and they were then changed to the different new positions. Council Member Spadafore referred to the personnel budget for the department and asked why the proposed is much lower than their projected. Ms. Bennett stated that reflects the labor relations position being moved to the Mayor's office. Council Member Dunbar asked Ms. Sanchez-Gazella if the City does exit interviews, which she was informed they used to be done but some reason unknown to Ms. Sanchez-Gazella they were dropped. She plans to implement them again now that she is Director. Council Member Dunbar then asked what the time line is for hiring. Ms. Sanchez-Gazella outlined the process and MS. Thelen acknowledged it could take anywhere from 6-8 weeks.

Council Member Spadafore stepped away from the meeting at 6:02 p.m.

Council Member Dunbar asked where grievances are addressed. Ms. Sanchez-Gazella answered that the Labor Negotiator in the Mayor's office and the HR Labor Specialist.

Council Member Jackson stepped away from the meeting at 6:05 p.m.

Council Member Spadafore returned to the meeting at 6:05 p.m.

Council Member Washington asked by there was \$25,000 in parking subsidy. Ms. Sanchez-Gazella noted there are items in the HR Budget that they do not control specifically, and that is one of them. Ms. Bennett added that this line item in particular is higher because of the anticipation of the vacancies all being filled.

Council Member Jackson returned to the meeting at 6:07 p.m.

Ms. Bennett noted this amount is used for City Hall positions to subsidize the employees parking fees to come to work. Council Member Washington inquired to why the projection for FY2018 in Miscellaneous was at \$17,000, which created a high percentage for FY19. Ms. Thelen acknowledged it appeared to be a mathematical formula area. They would look into it and report back to the Council. Council Member Washington also asked for them to look at the Training budget as well because the FY18 projection is \$43,000 but they want \$73,000 for FY19. Council Member Washington then asked them to explain what "Contractual Services" is used for. Ms. Sanchez-Gazella noted it is used for back ground checks, psychological evaluations, advertisement agencies for jobs, and Peoples Matter. Council President Wood asked referred back to the Departments overview, specifically Selection and Retention where it was noted they use Segal Group instead of HAY. She noted that HAY is specifically mentioned in labor contracts, and at a past Ways and Means meeting when the department brought in a Sole Source for Segal Group, HR was asked to meet with labor to make sure it was acceptable. Ms. Sanchez-Gazella acknowledged she had met with the labor groups when it was brought to her attention, but she is not aware of any agreement with them on the change. Currently Segal is under contract, and so Council President Wood asked Ms. Sanchez-Gazella to check into an "out clause" in the contract. She then asked if the City was still using Peoples Matters since it was mentioned under the contractual line item. Ms. Sanchez-Gazella confirmed they were not. Council President Wood then asked if there had been discussions ongoing with the H.O.P.E program with Sparrow, McLaren, LCC, and Accident Fund on encouraging them to utilize it. The Administration noted they were working on discussions. Council President Wood asked if the system incentives in the budget were solely funded in HR or if the IT budget would also acquire some of the costs. Ms. Thelen noted it was IT, and they are currently in the process of the IFAS upgrade. Council Member Spitzley asked for details on the bus subsidy. Ms. Sanchez-Gazella acknowledged it was one of the line items in the HR budget but they are not responsible for. Ms. Bennett explained that it covers the employees who choose to ride the bus to work, and covers their bus fare. Council Member Spitzley then asked for an explanation on the difference between "Temporary Help" and "Contractual Services". Ms. Thelen provided the answer, an employee who comes in on contract on a long term contract, and a matter of contractual with a company. Ms. Bennett added that a consultant would be under "contractual". Council Member Spitzley asked if it is the same distinction across all departments, and Ms. Bennett confirmed, adding that one difference is that "temporary help" reports to the City. Council Member Jackson asked if the Laser Fische program was included in their new initiative. Ms. Sanchez-Gazella noted that program is with IT, and the department is not purchasing new items, but utilizing the software that has already been purchased. They will work with IT on the training for any program. Council President Wood informed the Committee that allocations for IT programs are divided by the number of computers in each department to each department. Council President then asked how many workers compensation cases were over 5 years old, and the Director was no able to provide that, but confirmed she would check into it and report back.

Lansing Police Department

Chief Yankowski went through his presentation which highlighted the Police Commissioners, their upcoming 125th Anniversary, the department mission, vision and 21st century policing. Their FY general fund budget totals out at \$43,193,300 in the \$44,681,340 overall budget. There is \$3.1 million funded by a voter approved 1.5 mill property tax millage. The Chief did note that the GF budget is an increase of 4.6% or \$1.9 million to cover salary/benefits, OT and operating/equipment. The department currently staffs 202 sworn officers and 41 civilian positions which reflects 85% of their budget. Chief Yankowski went through his FY19 equipment budget of \$241,253 which will be used on Taser's, Ballistic Helmets/Shields/.Armor, K-9's, Police Bicycles, D.I.V.E. dry suits, public safety camera's, body worn cameras, crime scene equipment and neighborhood watch signs. The LPD CIP budget item will be \$350,000 for an incident command vehicle and will be funded from the forfeiture

funds. The 2018 incentives include in-car camera replacements, body cameras for the tactical team, public safety cameras, community forums, and the mobile police application. They will continue with community policing and outreach, increased training and expanded community policing. The budget increases in LPD will be for a Police Social Worker at \$172,860.00, a Police Tech 26 (FOIA) at \$107,530; and Patrol Operations \$6250 for language line, bike repairs, and operations. They will continue recruiting and hiring so they can frontload into 2019.

Council Member Hussain asked if an officer has to be laser certified for speed enforcement on the street and if so what was the cost. Chief Yankowski noted there are six (6) officers in the traffic unit and all are certified through the program. Council Member Hussain asked how many speed trailers the City currently has and if they need more. The Chief confirmed they have three (3) and just bought one in 2017. They have the capability to move two (20 around the City, and do perform that weekly. The Chief was then asked if when the Federal funding went away for community funding, community policing positions were lowered, so was it about the resources. The Chief stated that community police officers need to get vetted in the community, and the LPD needs to find out what the needs are for that neighborhood. Right now the department is using all community funding dollars to fund all the officers. Council Member Hussain asked how many officers are on the street. Chief Yankowski noted that the millage allows for 30 officers on the street under the 10 officers per 1.2-1.5 million of a millage. There needs to be 1.7 per 1,000 in population.

Council Member Jackson referenced the budget for overtime which was projected to be over budget and therefore asked where those funds come from. The Chief explained that the reason it was over budget in overtime was because that is when they do their training. But currently in working with HR and the Mayor they are trying to front load officers for retirements so when a person leaves, there will not be a vacancy and in turn officers will not have to work overtime to cover hours while new officers are getting trained.

Council President Wood asked Chief Yankowski to return to the Committee meeting on Monday, May 7th at 5:00 to continue on Council Member's questions. Council Member Washington asked him to be prepared to talk about the department location, the precincts and what his vision is down the road for a permanent solution. All Council Members were encouraged to bring their questions for the LPD back to this future meeting.

Other

No other items.

ADJOURN

The meeting was adjourned at 7:09 p.m.

Respectfully Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on April 23, 2018