MINUTES
Committee of the Whole
Monday, April 23, 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- excused
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
Samantha Harkins, Mayor’s Executive Assistant
Angie Bennett, Finance Director
Dr. Joan Jackson Johnson, HRCS Director
Collin Boyce, IT Director
Brian McGrain, EDP Director
Andi Crawford, Neighborhood Citizen Engagement
Amanda O’Boyle, Assistant City Attorney
Lisa Hagen, Assistant City Attorney
Deb Parrish
Mary Reynolds
Elaine Womboldt

Minutes
MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM APRIL 9, 2018 MEETING AS PRESENTED. MOTION CARRIED 7-0.

Public Comment on Agenda Items (Up to 3 Minutes)
Ms. Parrish asked for better Wi-Fi reception in the Council chambers, and acknowledged the Council for reporting on their outside meetings.

Ms. Reynolds acknowledged the Council Members for participating in the neighborhoods.

Ms. Womboldt spoke on her concerns with what she believed is not enough code enforcement officers, and asked for three (3) full time enforcement officers for Ward 2 and Ward 3 and one code officer for the corridors and commercial properties. Ms. Womboldt also inquired into why the increase in the budget to $300,000+ for Neighborhood & Citizen Engagement.

Council President Wood brought to the Council's attention that the Administration was referring an ordinance amendment on the Council agenda later at Council; however she was approached earlier in the day to set the hearing tonight for April 30th, and approve the same night, April 30th. The change is to allow the sale and/or consumption of beer or wine at South Washington Office Complex and Fenner Nature Center. Council Member Washington asked why there were getting it late because it was her understanding that this practice was not going to happen this year. Ms. Harkins apologized and stated their office had a misunderstanding on how the current ordinance read and initially were under the impression that they only needed a special exception, but then was advised by Law the ordinance needed to be amended. Council Member Washington inquired if the limit was 12 per year, but Mr. Smiertka did not have the ordinance and was going to look at it before any action at the end of the meeting. Council Staff pulled the documents from the Council binders and provided to the Committee to review before action at the end of this meeting.

Presentation

Department Budget Presentations

Economic Development & Planning Department

Mr. McGrain provided a presentation to the Committee which outlined their objective and goals of enhanced communication, data/metrics, transparency and quicker turnaround time. The parking enterprise fund was reviewed which reflected at 22.1% proposed increase to expand the life of the parking structures and taking into account the current parking ordinance under discussion in the Committee on Public Safety.

Council Member Washington acknowledged the issues with the surface parking, but wanted the Department to address the need hand in hand with transportation and understand there also needs to be partnerships. She then asked how the department was working with LEAP to market the City for economic development besides housing.

Council Member Spitzley stepped away from the meeting at 5:59 p.m.

Mr. McGrain admitted he is working with non-traditional partners and interfacing with LEAP, in addition to thinking about projects early on.

Council Member Hussain acknowledged the façade improvement program they have done, supported the increase of premise inspectors from 2 to 4 and adding training for the officers. He then inquired into enforcement along the corridors.

Council Member Spitzley returned to the meeting at 6:04 p.m.

Mr. McGrain assured them that no matter what the issue code will address it. They are working on the programs to make sure everyone can understand the programs and utilize them. They are also looking at immediate notification on violations. Council Member Hussain noted his opinion that the Zoning office needs more employees, and asked what Mr. McGrain had done to support the needs for the additionally proposed code officers to make sure it is actually enough officers. Mr. McGrain first stated he has spoken already about bringing in more support for zoning, worked with IT so that ultimately there is a one-stop information system to see all items on one property. Regarding the question on code enforcement, they have monthly meetings and have spoken to them about resources they need, training, jurisdictions and supporting services. Council Member Hussain asked that in the next budget cycle Mr. McGrain speak to what was accomplished and added efficiencies with the increased number of officers.

Council President Wood asked Mr. Smiertka if the International Property Maintenance Code the City adopted is applicable to commercial buildings as well. Mr. Smiertka noted he would have to determine for the correct statement.

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

Council President Wood then asked, if when Council hears from Law that it is not something Code Compliance can facilitate, what would be the cost for a building safety person to be added to his department. Mr. McGrain was not able to answer the question at the time because he would also have to look at the fringe benefits also, but would provide in the future. Council President Wood asked him to also look at it as a code officer that could enforce the commercial property on the corridor. She then encouraged Mr. McGrain to consider looking at the parking system on a regular basis, every 3-5 years.

Council Member Spadafore returned to the meeting at 6:12 p.m.

Council President Wood asked how many spaces will be taken out of service when they do the parking projects. Mr. McGrain did not have that information. She then asked him if the City was close to getting the revenues from the State for the Townsend Ramp. Mr. Smiertka stated the City is no longer litigation with the Townsend Ramp, and are in discussions with the State at this point. Council President Wood asked if the utilities for each City building is included in the rent amount that is charged back to the department. Ms. Bennett confirmed they were and she was asked for a clarification in the budget.

Council President Wood stated to Ms. Bennett at this time that the questions from the Internal Auditor have not been answered from all the earlier budget presentations and asked that they be answered before the next meeting. Ms. Bennett stated she had just received them the week of April 16, 2018. Council President Wood again asked that the questions be answered before the next meeting.

Council Member Spadafore informed the Committee and public that the Committee on Public Service will be discussing the parking services at their meeting on May 15th.

Mr. Smiertka took the conversation back to the question on the property maintenance code, informing the Committee now that it does apply to residential and non-residential structures. Council President Wood then stated, code compliance offices can enforce.

<u>Neighborhoods and Citizen Engagement</u>
Ms. Crawford first acknowledged Mayor Schor for establishing the new department and went through the goals to engage citizens, building neighborhoods and listed the activities the department is involved in. Those included Citizen's Academy launching in Fall 2018, LOVE Lansing, Liaison to the Lansing School District, strengthen and grow neighborhood organizations and volunteerism. The department has also taken the Office of Financial Empowerment. In addition, the presentation had multiple photos of the events the department will be involved in. The presentation moved onto the budget, and Ms. Crawford explained that the personnel amount reflects the new programs in their department. The Cost of the

department and the increase reflects the position from a coordinate to director and adding a program coordinator. The budget reflects moving grants from neighborhood development into the $80,000 grant item.

Council President Wood referred Ms. Crawford to the line item budget page 5 of 29, and asked why her presentation stated the amount of $232,000 in personal, but the line item reflects $139,000. Ms. Crawford clarified the larger amount included fringe benefits.

Council Member Spadafore asked Ms. Crawford how she will confirm what comes into the department goes out, and if there will be a customer manager in place. Ms. Crawford confirmed that the goals tie to the Mayor’s citizen engagement position and they understand that neighborhoods have multiple concerns including public safety, public services, code enforcement and parks. Council Member Spadafore then asked if with her role as Liaison to the Lansing School District if she will be bringing Pathway Promise Tracks to her department. Ms. Crawford stated the Citizens Academy is geared towards the voting age adults and students and this will allow them to expand to include high schools. Council Member Spadafore asked if they have a program so an employee can take time to volunteer without having to use vacation or personal time. Ms. Crawford acknowledged they are in talks and want to make sure City employees know about volunteering. Council President Wood informed Ms. Crawford that under Mayor Hollister there was already a program created so they could relook at that.

Council Member Spitzley noted her concern with the staffing Ms. Crawford was proposing in her budget, because with a comparison of the City budget, it appears there is duplication and multiple layers. When looking at the budget the Council needs to be mindful, the concern is the Mayor’s office is top heavy and duplicating staffing. Ms. Crawford supported the proposed staffing stating her opinion that each department is impacted.

Council Member Jackson asked what the $80,000 in the grant program was for, who advises how they funds get used, and where the applications can be found. Ms. Crawford confirmed the current year is $70,000 and the grant requests exceed what they could office. The Mayors Advisory Board makes a funding recommendation and they assist the neighborhoods in executing those projects. The Mayor can approve or make modifications. Ms. Crawford stated she would get the report on the funding and distribution to Council.

Council Member Wood asked for a break down on the salary and fringes for any new positions Ms. Crawford wants, including the step level. Ms. Crawford confirmed she could get that to Council.

Council Member Garza stepped away from the meeting at 6:47 p.m.

<u>Human Relations & Community Services</u>
Dr. Jackson Johnson distributed a spread sheet to the Committee which outlined the year end projection and the proposed budget for the human service agencies they assist with support. The total they project to distribute in the upcoming year is $1,693,906. Dr. Jackson Johnson then went through the agencies they assist, noting the focus of the department is to look at the gaps in services in the community.

Council Member Garza returned to the meeting at 6:49 p.m.

Council Member Spadafore pointed out that the dates were incorrect at the top of the spreadsheet and asked for updated information. Dr. Jackson Johnson apologized and stated she would get Council the corrected sheets by Tuesday morning.

Council Member Washington voiced her concerns with lack of support of seniors in the community, and encouraged the department in the future to put extra effort to the seniors. Dr. Jackson Johnson defended the department practice of focusing on seniors and children, and listed the organizations that provide services to seniors that they partner with. Council Member Washington then asked why the Lansing mobile food panties were being held outside of the City. Dr. Jackson Johnson admitted they had issues in the past with an adequate location for the amount of people and deliveries.

Council President Wood referenced the funds that were going to the Greater Lansing Coalition when they were closing. Mr. Jackson Johnson stated the funds were going to "Valentine Stepping Stone" with the Advent House, and if it does not work that way they will pull the support.

Information Technology

Mr. Boyce went through his presentation which outlined their mission to enable citizen centered government and facilitate response, cost-effective, and innovative services.

Council President Wood passed the gavel at 7:10 p.m. and stepped away from the meeting.

The presentation also outlined their strategic goals to improve stability, improve efficiency in customer service, financial stewardship, leverage enterprise-wide system and support the core services. The presentation moved into details on the workflow of forms, purchases, security, customer service, their FY19 strategies, and project status.

Council Member Washington passed the gavel at 7:12 p.m.

Council Member Jackson referred to the department projection and the proposed which reflected just under a $1 million increase and asked if that was from moving contracts to full time employees. Mr. Boyce admitted there would be some contract employees moving to full time City employees, but it also covered additional software, which is added to their budget and charged back to departments when they have it installed.

Council Member Wood asked how much of the budget the cost of Dew Point was. Mr. Boyce stated that 50% of the department is part of the arrangement with Dew Point, and if there is a massive project Dew Point is obligated to do it without charging additional funds. Council President Wood then inquired into the program. Lansing Connects, and the issues with "closing" the entries when they are not actually closed. Mr. Boyce admitted they are working with the Economic Development & Planning Department on those issues, and the CEO of the company (City Source) is working with them directly.

Other

Late Item per Administration- Resolution to Set the Public Hearing for the Ordinance Amendment to Chapter 608, Section 608.04

Council President Wood explained to the Committee that the request is to set the public hearing for April 30th for an ordinance amendment to Chapter 608 to add South Washington Office Complex and Fenner Nature Center to the allowed City locations the sale and/or consumption of beer and wine can occur. Mr. Smiertka noted that the City Clerk was adding additional changes, and confirmed that the Liquor Control Commission rules clearly state the maximum events for non-profit in a year is 12. Council President Wood asked if it should state 12 in the ordinance, at which Mr. Smiertka answered it would be subject to state law. Ms. Harkins stated that the Administration would be comfortable with less than 12. The City Clerk presented the Committee with Draft 7 which included a new subsection 3.

MOTION BY COUNCIL MEMBER HUSSAIN TO CHANGE THE RESOLUTION TO STATE THE MAXIMUM NUMBER OF EVENTS WOULD BE 6.

Council Member Spadafore spoke in support of 12 opportunities, and Council President Wood informed the Committee that when this was proposed in the past it failed because there was a concern with over usage. Council Member Spitzley spoke in opposition to the resolution which would allow the sale of alcohol at a City owned building.

MOTION TO CHANGE THE AMOUNT OF EVENTS FROM 12 TO 6 FAILED 4-3.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION TO SET THE HEARING FOR APRIL 30, 2018.

Council Member Spadafore encouraged the Administration to review the proposed fee schedule in the FY2019 budget to adjust for events that will be selling the alcohol.

MOTION TO SET THE PUBLIC HEARIG FOR APRIL 30, 2018 CARRIED 6-1.

<u>Council Members Reports on Boards/Commissions</u>
Moved to the next meeting.

ADJOURN
The meeting was adjourned at 7:33 p.m.
Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on April 30, 2018