



**AGENDA**  
**Committee of the Whole**  
**Monday, May 6, 2019 @ 5:30 p.m.**  
**City Council Chambers, City Hall 10<sup>th</sup> Floor**

**Council Member Wood, Chairperson**  
**Council Member Spadafore, Vice Chairperson**

1. **Call to Order**
2. **Roll Call**
3. **Special Presentation** – Tony Benavides City Council Chamber Dedication & Recognition
4. **Discussion/Action:**
  - A.) RESOLUTION- Appointment; Bryanna McGarry; At-Large Member Medical Marihuana Commission; Term to Expire November 27, 2022
5. **Minutes**
  - April 29, 2019
6. **Public Comment on Agenda Items (Up to 3 Minutes)**
7. **Presentation**
  - Department Budget Presentations
    - Finance
    - City Attorney
    - Council & Internal Auditor
8. **Other**  
**{Closed Session}**

Pursuant to MCL 15.268(e); Consult with the City Attorney in connection with the following specific pending litigation. An open meeting will have a detrimental financial effect on the litigating or settlement position of the Lansing City Council concerning:  
Ray v. City of Lansing; Ingham County Circuit Court

**{Reconvene}**
9. **Adjourn**

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

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



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**Boak, Sherrie**

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**To:** noreply@civicplus.com  
**Subject:** RE: Online Form Submittal: Application for Appointment to Board or Commission

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Wednesday, March 27, 2019 11:08 AM  
**To:** Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>; Beason, Ross <Ross.Beason@lansingmi.gov>; Schraft, Matthew <Matthew.Schraft@lansingmi.gov>; Mayor Intern <Mayor.Intern@lansingmi.gov>  
**Subject:** Online Form Submittal: Application for Appointment to Board or Commission

## Application for Appointment to Board or Commission

*Thank you for your interest in serving on a Lansing Board, Commission or Committee.*

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*Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).*

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*Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).*

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*Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."*

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(Section Break)

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| Date | 3/27/2019 |
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|            |         |
|------------|---------|
| First Name | Bryanna |
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|        |          |
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| Middle | Rachelle |
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|           |         |
|-----------|---------|
| Last Name | McGarry |
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|                                                                    |                      |
|--------------------------------------------------------------------|----------------------|
| Other name(s) by which you have been known, including maiden names | Field not completed. |
|--------------------------------------------------------------------|----------------------|

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Date of Birth

Address 737 E. Cavanaugh Rd.

City Lansing

State Michigan

Zip Code 48910

Email [bmcgarry6@gmail.com](mailto:bmcgarry6@gmail.com)

Gender Female

Ward 2

Precinct 17

Best phone number to  
contact you

Last 4 digits of social  
security number

In what year did you  
move to Lansing? 2013

Additional information  
regarding experience and  
credentials I completed the Center for Healthcare & Research  
Transformation policy fellowship in 2014.

Occupational Background I have worked as a Health & Human Services policy advisor for the Senate Democratic Caucus since January of 2015. I still hold this position, but have also been the acting Legislative Director for Senate Minority Leader Jim Ananich since January of this year. Prior to working as an HHS analyst for the Senate, I was Senator Ananich's Legislative Director before he was elected leader from May 2013-January 2015. I began working for Senator Ananich in 2012 when he was in his first term as a State Representative.

Educational Background I have a master's degree in social work from the University of Michigan. I pursued a macro concentration in graduate school, knowing fully that I wanted to work in the "policy space" rather than working as a clinical social worker.

Please attach a resume if  
available *Field not completed.*

First choice for board to  
serve on Other

|                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Second choice of a board to serve on                                                                                                                                                                                                                                                                 | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Third choice of a board to serve on                                                                                                                                                                                                                                                                  | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Fourth choice of a board to serve on                                                                                                                                                                                                                                                                 | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission                                                                                           | As someone who works on health policy issues in Lansing, I believe it is critical for medical marijuana patients to have timely access to their medications and treatment. In the wake of Michigan's opioid crisis, there is a growing body of research supporting the use of non-opioid pain therapies as an alternative to treating chronic pain. I see a great deal of potential here as our healthcare system continues to innovate and evolve. As such, this is an industry that should be regulated as efficiently as possible so as to promote the health and wellbeing of medical marijuana patients and their families. I would be honored to serve on the commission. |
| Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office | There was not an option to select the Lansing Medical Marijuana Commission in the drop down box, so I'm using this space to clarify that's what I'm applying for.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Background Check Authorization                                                                                                                                                                                                                                                                       | I agree                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge                                                                                                                           | Bryanna McGarry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date & Time                                                                                                                                                                                                                                                                                          | 3/27/2019 10:30 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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

WHEREAS, the Mayor made the appointment of Bryanna R. McGarry of 737 E. Cavanaugh Road, Lansing, MI 48910 as an At-Large Member of the Medical Marihuana Commission for a term to expire November 27, 2022; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee of the Whole met on May 6, 2019 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Bryanna R. McGarry of 737 E. Cavanaugh Road, Lansing, MI 48910 as an At-Large Member of the Medical Marihuana Commission for a term to expire November 27, 2022.

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## **MINUTES** **Committee of the Whole** **Monday, April 29, 2019 @ 5:00 p.m.** **City Council Chambers**

### **CALL TO ORDER**

Council Member Wood called the meeting called to order at 5:00 p.m.

### **PRESENT**

Councilmember Kathie Dunbar- arrived at 5:10 p.m.  
Councilmember Jeremy A. Garza  
Councilmember Adam Hussain  
Council Member Brian T. Jackson - excused  
Councilmember Peter Spadafore  
Councilmember Patricia Spitzley  
Councilmember Jody Washington  
Councilmember Carol Wood

### **OTHERS PRESENT**

Sherrie Boak, Council Staff  
Samantha Harkins, Mayor Chief of Staff  
Jim Smiertka, City Attorney  
Eric Brewer, Council Internal Auditor  
Angela Bennett, Finance Director- arrived at 5:05 p.m.  
Scott Keith, LEPFA  
Dominic Cochran, Multi Media City TV  
Kris Klein, LEDC  
Karl Dorshimer, LEDC  
Mayor Schor - arrived at 5:20 p.m. and left at 5:37 p.m.  
Loretta Stanaway  
Don Kulhanek, Economic Development & Planning  
Chris Swope, City Clerk  
Rhonda Oberlin, Emergency Management  
JV Anderton, DLI President

### **Approval of Minutes**

MOTION BY COUNCILMEMBER SPADAFORE TO APPROVE THE MINUTES OF APRIL 22, 2019 AS PRESENTED. MOTION CARRIED 6-0.

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### **Public Comment on Agenda Items**

Ms. Stanaway asked for supporting documents on the Mayor, Media and Downtown Lansing presentations, spoke in opposition to the new position in Neighborhood and Citizen Engagement, was opposed to some of the fee increases and regarding the LEDC, she asked the naming of the new store on Michigan be known as Capital Corner Market not Capital City Market. Ms. Stanaway concluded her statements by asking not to put the Red Cedar Flood Plain remapping fees on the residents and homeowners.

### **PRESENTATIONS**

#### **Department Budget Presentations**

##### **Mayor's Office Budget**

Ms. Harkins stated they did not have a presentation but that their budget consisted of personnel and operating funds for initiatives to the office. Their only significant change she noted was that the Labor Negotiator was split between the Mayor's office and the City Attorney.

Council Member Spitzley acknowledged the statement that the budget had not changed, but Council was told there was no presentation last year either. Ms. Harkins stated that the Mayor's office meets with Council regularly, their initiatives are public, but if they put something together they could do something similar to the State of the City. Council President Wood pointed out that the public likes to see accomplishments, goals for the coming year, staffing, etc. She understood there might not be significant budget changes, but they want to know what the performance measures are and what the Mayor's office hopes to achieve in 2019. Council Member Spitzley pointed out that other departments and Council provide something to the public and Council Member Washington added that she was expecting performance based measures from their office along with other departments. Council Member Washington then inquired into the positions in the Sister Cities considering they should be self-sufficient now, noted she also was not in support of the Faith Based Initiative position and spending tax dollars on church issues and paying someone to reach out to churches. Therefore her question is what does Bishop Maxwell make, what does he do and what are his performance measures. Ms. Harkins acknowledged she could break down the numbers, and Bishop Maxwell is also a liaison to the Mayor's Diversity Commission, he does not reach out to the churches but engages the neighborhoods.

Council Member Hussain asked for an explanation on why from 2013-2015 there were five (5) staff members in the Mayor's office and now there are seven (7). He asked for details on the staff funding in that office and what their roles are.

Council President Wood asked for a list of Mayoral staff and if they are FT, PT or contract. Ms. Harkins provided the following information:

Samantha Harkins – Chief Operating Officer – FT

Leslie McCarrick – Office Manager/Scheduler - FT

Mark Lawrence – Citizen Advocate Point Person -FT

Marilyn Plummer– Community Outreach Coordinator – FT

Valerie Marchand– Communications – FT

Martha Fujita– Special Assistant– Sister Cities, Veterans Commission –PT/Contract

Bishop Maxwell- Faith Based Initiative Dir., Advisory Council and Diversity Lead– PT/Contract

Chelsea Coffey- Scheduler/Policy Coordinator – FT (Vacant- assessing the position)

Council Member Spitzley asked what percentage of an increase the staff received since it is reflected as 1.6% from last year's budget. Ms. Bennett stated there was actually a slight decrease in 2019 due to the Labor Relations position being split between City Attorney and

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Mayor for this coming year. Currently it is a 70/30 split with the larger portion in the Mayor's office. Council Member Spitzley again stated her disappointment in no presentation, since all the other departments did do documentation for the public and the Mayor's office should be like every other department. The presentations provide changes, costs, increases and decreases. She then noted that in the last year's budget discussion in 2018, Council discussed issues with the positions in faith based and the Sister Cities, but now it appears the Mayor's Office has added to the positions to expand them to continue them. Ms. Harkins stated that the Mayor's budget mainly consists entirely of personnel and any programs are funneled through other departments. Council Member Garza asked for a list of all salaried positions in the Mayor's office along with all the Department Heads and what they make. Council President Wood added she would like the list to include what those salaries were in 2016 to the current. Council Member Washington voiced her concern with the positions held by Mr. Maxwell and Ms. Fujita and how it appeared to her that they were given duties to them to keep them and justify, noting in her opinion all the duties listed for both of them could be done by one part time employee. She added she too is interested in the wage increases for the Mayor's staff and department heads.

Mayor Schor supported his staff and assured the Committee that there are no funds that go into churches, but the Office of Faith Based supports the churches, and those groups that come to the City. He then went on to speak about Ms. Fujita and her role as Protocol Office and experience with working with Veterans. He added that her role has been increased but not her hours or contract. Mayor Schor said that all staff got a cost of living increase. Lastly, the Mayor apologized for no official budget presentation and stated all their information was on their website, in addition to all the press releases they put out. He noted that whenever he signs a contract with a department head that too is provided to the media annually. Council President Wood assured the Mayor that Council does not have an issue that his staff is not good at what they do, but explained that when Council hears concerns from the public on what people are doing and making for a salary they have to ask the question. And regarding the press releases, she stated that not all of the residents read the media when he provides press releases. Council President Wood then reiterated an article in the media on the pay increases of his staff that stated they received between 9%-11%, not the 2% he just mentioned.

Council Member Spitzley stepped away from the meeting at 5:24 p.m.

Council President Wood stated, as it pertains to the presentation, the public uses the budget presentations to get information and retain what they are finding out annually.

Mayor Schor acknowledged that department heads got a 2.75% increase if they have been here, and any of the new directors in 2018 that he had asked to come in at a lower pay, all got a 4% increase. Council Member Washington noted she still had an issue with some positions, noting she believed they do a good job and no one ever said they didn't, but in her opinion it was inappropriate for churches to take tax payer dollars for a Faith Family night and they need to do their own outreach without tax dollars, because to her it was a fundamental issue to pay an employee to reach out to the churches.

Council Member Dunbar spoke in support of the Mayor's outreach to the community with the press releases.

Council Member Spitzley returned to the meeting at 5:28 p.m.

Council Member Dunbar also supported the faith based community, and stated the City could not do everything without them.

Council Member Spitzley stepped away from the meeting at 5:29 p.m.

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Council Member Dunbar then provided examples of their assistance, noting the Mayor's offices does not provide funds into the faith community, but a person that coordinates.

Council Member Spitzley returned to the meeting at 5:30 p.m.

Council Member Hussain referred to a press release and article in the paper earlier in the year that listed the increases in the Mayor's staff, and Council Member Garza added that the inquiry from Council is so that the public has the correct information. Mayor Schor provided more details on what his staff does. Council President Wood referred the Mayor to the article in the Lansing State Journal on January 16, 2019 which provided the Mayor's staff's increases and percentage noted earlier at 9%- 11%.

### Community Media

Mr. Cochran announced the use of the new equipment, a focus on accessibility with closed captions on everything production, and on track with their three (3) year plan. In the next fiscal year they intend to have live captioning for all Council meetings. Council Member Washington referred to the Temporary Help line item which went from \$105,000 to \$10,000. Mr. Cochran admitted they have spoken for years on turning all those positions into part time and that is now occurring. Mr. Cochran also noted, for the upgrades, there are headsets for the public to use if they are hard of hearing. Council Member Dunbar asked if closed captioning was requested on the replay, and Mr. Cochran stated their goal is to have closed captioning on the live broadcast and they are working with the website on providing that in the future. Until that time they have someone typing it in on the replays. Council Member Spadafore asked Ms. Bennett to explain the difference between fringe benefits and fixed variable. Ms. Bennett stated there are two (2) categories and the fixed is related to legacy cost and for an active employee their pensions and retiree health care.

Council President Wood asked Mr. Cochran if in 2019 the contract employees will all migrate to part time.

Council Member Spadafore stepped away from the meeting at 5:48 p.m.

She then referred to the projected budget for yearend which was projected at \$120,000 but it was budgeted at \$250,000. Mr. Cochran confirmed the transition is in process, and why there is not a large impact. They intend to be completed by year end, and because of the video production business most are contracted with multiple jobs going at once.

Council Member Spadafore returned to the meeting at 5:49 p.m.

Council President Wood then spoke about complaints of the live showing of Council meetings where there is no sound from the meeting, but instead music. Mr. Cochran explained that they have figured out there are some settings that were set in "language translation" that tuned it to the radio instead of the meeting. It should all be fixed now. Lastly, Council President Wood asked for Council Members photos to be uploaded onto the local channel with their Committee assignments as well.

### Downtown Lansing, Inc.

Ms. Harkins informed the Committee that late 2018 and early 2019 the Silver Bells in the City event moved to LEPFA and as part of the transition the DLI Director took a position with LEPFA. The DLI is currently searching for a new director and Mr. Anderton is currently assisting with the management of the office. The DLI goal is to increase capacity after 5 pm in the area and create community. Council Member Spadafore acknowledged their new focus and asked how many FT employees were in the DLI. Ms. Bennett stated there are six (6) staff

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members, but she was not sure how many were FT. He then asked why the budget is different year to year, and Ms. Bennett stated it is the effect of the change in coordination of Silver Bells, along with changes in revenue and expenditures with promotions. Lastly, it was noted this was the last year of the way-finding sign project, so that expense would drop off. Council Member Spitzley inquired into the discrepancies in the adopted and year end budget. Ms. Bennett confirmed it happens often because the projection is offset by revenues, which has to do with the promotional activities and if they raise more money than they projected. Council Member Hussain asked about organization expenditure line increase from \$21,100 this year to \$35,470 proposed. Ms. Bennett did not have the answer and would find out. Council Member Dunbar asked where the grant income was allocated to, and Ms. Bennett confirmed it went towards wayfinding signs. She then was asked if the special assessment was for dues and Ms. Bennett confirmed along with confirming that the operating transfer – general fund was for subsidy. Council Member Dunbar asked if other groups such as REO Town, Old Town and the Michigan and Saginaw Corridor's got subsidies. Ms. Bennett stated they do not because they are private, and Council President Wood then asked if any of those groups were getting subsidies from the general fund and Ms. Bennett was not able to answer.

Council Member Spitzley stepped away from the meeting at 6:04 p.m.

Council Member Dunbar asked why DLI was different then Old Town and REO Town, and wanted clarification on the Main Street designation. Mr. Dorshimer stated the only areas designated as Main Street certified are downtown and Old Town. Mr. Spadafore noted that in the public act that authorizes principal shopping districts, REO Town is not part of that like the DLI is. They are allowed to give subsidies to DLI because they are in the Principal Shopping District. Council Member Washington recalled that last year during this presentation she asked why and when the DLI was going to be self-sufficient was told the council should want to invest in the downtown, therefore she then stated she hoped the other areas in the principal shopping district will be working to make changes.

Council Member Spitzley returned to the meeting at 6:09 p.m.

Council Member Spadafore asked for the timeline on filling the director position and was told by Ms Harkins that the hope was to get it posted this week.

Council Member Washington stepped away from the meeting at 6:10 p.m.

Council President Wood asked if there was any fund balance in the DLI. Ms. Bennett referred them to page of 33 of the line item, and stated a projected \$38,000 at the end of year. Council President Wood then inquired into why if there is a fund balance they are still asking for a subsidy of \$93,000. Ms. Bennett stated the balance is from unanticipated events. Council President Wood then asked if they are considering changing the special assessment, and Ms. Bennett stated it was changed 1-2 years ago, which resulted in an increase of PSD District A. This was confirmed by Mr. Anderton that it was a 3% increase and will expire in 1-2 years.

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

### Lansing Economic Development Council (LEDC/LEAP)

Council Member Dunbar stepped away from the meeting at 6:13 p.m.

Mr. Dorshimer went through his presentation.

Council Member Dunbar returned to the meeting at 6:14 p.m.

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Council Member Garza asked if there are any projects in the opportunity zone in South Lansing. Mr. Dorshimer confirmed and also spoke on the façade improvement program in the area. Council Member Hussain asked if they were marketing Lansing. Mr. Dorshimer confirmed they are marketing the opportunity zone, and it is another tool to get people interested and invested in the area. Mr. Dorshimer and Committee spoke on specific locations. Council Member Washington asked how many people take advantage of the opportunities and “tools” that LEAP offers. She also noted she heard the EDS site was going to be a medical marijuana processing site, and Mr. Dorshimer denied that business stating they meet with those sellers and potential buyers and they are a self storage business, and the build out of the site is almost complete on self storage. Mr. Klein referred the Committee to their recent webpage [www.purelansing.com/opportunityzones](http://www.purelansing.com/opportunityzones). During the next discussion on brownfields and funds awarded to developers for brownfields, Mr. Dorshimer explained that in order to earn the ability to get reimbursed from the brownfield, the project has to be completed per development agreement. If they want to assign to the new buyer they need approval from the Brownfield Authority to do it. Council Member Spitzley asked if there were any incentives for marijuana businesses, and Mr. Dorshimer says the development agreement for the brownfield says when, what and what happens if not.

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

These are currently CDA – Comprehensive Development Agreement. Mr. Smiertka said that in the development plan and reimbursement agreements the language is the strength.

Council Member Garza returned to the meeting at 6:39 p.m.

Mr. Dorshimer continued with his budget presentation.

Council Member Spadafore asked for the number of projects have been offered brownfields and was told going back 20 years there have been 75, but some are no longer active, some never took place and some are active. Mr. Dorshimer stated he would get the list.

The presentation moved onto a list of projects, the requested budget, and the \$175,000 in façade improvement program budget.

Council Member Dunbar referred to the line item for 2018/2019 expenses and the \$5,132,268 which is the same in revenue. She noted that in 2017 the expenses were lower, and asked if that was the year there were more that came back as reimbursements. Mr. Klein stated they capture year to year and it depends on what comes on line. Not all items are strictly tax capture, but he would get that information back to the Committee.

### Lansing Entertainment Public Facilities Authority (LEPFA)

Mr. Keith went through the presentation the Committee had in front of them and in the packet. Highlighted were items such as the progress at Groesbeck Golf Course, updates at the Lansing Center, Cooley Law School Stadium highlights, budget increases for labor and utilities, and CIP items that cannot wait, such as the balcony repair at the Lansing Center, along with the AC tower. Council Member Spadafore asked if the Lansing Center was receiving any other funds, and Mr. Keith stated they are capped at \$400,000 in regional funds. Council Member Washington spoke in support of the progress of the Lansing Center and supported a regional approach. Council Member Hussain asked if they had any progress on a corporate sponsor for the Lansing Center and was told that they have been talking to 4-5 groups and tracking all media mentions of the Lansing Center for potential naming rights partners. Council Member Hussain then asked about naming rights for the Stadium and was informed by Mr. Keith that they are also working on successor agreement options, and have

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current options to take over if the first options do not succeed. Council President Wood pointed out that this budget does not have any subsidy for the City Market, however since the court case is still pending and the tenants are still in there, there should be expenses and so asked where the funds to pay those were coming from. Mr. Keith acknowledged they were coming from the LEPFA reserves. They have been in discussions with Ms. Bennett so they will happen and when the last tenant is out they will turn the keys over to the City. Council President Wood asked if they have had discussions in leasing it for event. Mr. Keith acknowledged that currently there is a challenge because of parking and the construction work of the Rotary Park. Council President Wood asked Ms. Harkins where things were in the progress and Ms. Harkins could not speak to specifics until it is fully resolved in the courts. Mr. Smierka informed them that the Court of Appeals upheld the Circuit Court decision, upheld the termination of the current lease, and so the plaintiff/tenant has 42 days from the decision to appeal to the Michigan Supreme Court. During that 42 day time line, the current lease stays. Council President Wood referenced questions from Mr. Alexander the Committee had gotten earlier in March and responses by Mr. Keith. (Ms. Boak emailed the questions and the responses to the Committee again at 8:18 p.m.) There was then a brief discussion on the recent LEPFA survey, branding option and how to address critical points.

Council President Wood stated she had more questions, but due to the timing she would forward those to Mr. Keith at a later date.

### City Clerk

Council President Wood moved the City Clerk presentation to May 13, 2019.

### **Discussion/Action**

#### **RESOLUTION –CDBG Annual Action Plan for FY2019/2020**

Mr. Kulhanek acknowledged that they had the numbers from HUD, but have not done the resolution for passage. He was aware that the HOME funds decreased by \$87,670, the CDBG funds went up \$1,600 along with the ESG by \$2,600.00. Council President Wood stated to Mr. Kulhanek that she was aware that the 2018 Amendment was not passed yet, and therefore the 2019 could not be done. Mr. Kulhanek confirmed that the 2018 does factor into it, and they cannot submit the action plan until the amendment is complete and that public comment period is open until this Friday.

#### **DISCUSSION- Red Cedar Floodplain Remapping Special Assessment-Public Hearing** **(Committee set hearing for May 13, 2019 on April 15, 2019)**

Council President Wood reminded the Committee that they already took action in this Committee to set the public hearing for May 13<sup>th</sup>. She went on to explain that at the monthly meeting with the Mayor, some Council Members discussed the effect the assessment will have with the residents. At that time, she continued, the Administration suggest that maybe the CDBG funds could be used for those residents. Since that time Council has been informed from Economic Development that the CDBG could not be used.

Ms. Oberlin went through the presentation she offered, highlighting the area on the maps, which currently reflects that it is 3' too high. The goal of this project is to remap the area to correct the map to reflect the actual area. As an example she stated if there is a house valued at \$50,000 the flood insurance cost would be equal to their mortgage. Ms. Oberlin then went on to highlight the area, noting that until the work is done, by the core of engineers, they will not know the exact cost because this could be resolved by only going as far east as Meridian Township, but they could have to go as far as Webberville. The last slide in the presentation did a breakdown of the costs, with 50% being publically funded in conjunction with MSU, LBWL and the other 50% by property owners and the City of Lansing. The cost for the City would only be the cost for the parcels in the City, however depending on where the engineers

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determine it needs to remapped, if it goes to Webberville the cost could be \$363,000 if it is closer it could be \$90,000. Council Member Spadafore asked other Council Members to consider finding funds from other sources to cover the cost of the residents. Council Member Spitzley asked what the percentage of residents in that area, and was told in Urbandale it would be about 20%, less in the Baker neighborhood. Council Member Spitzley spoke in support of finding funds to assist the residents with the onetime assessment. Mr. Kulhanek explained why CDBG funds could not be used, clarifying that the funds have to be used for public improvements such as “brick and mortar” items, streets, sewer and water lines not the mapping of a flood plain. Council Member Washington also spoke in support of finding the funds to assist the residents. Council President Wood asked the Administration and Law, if to move forward, the hearing has to be held on May 13<sup>th</sup> with passage on May 20<sup>th</sup> so it can make the tax roll for Summer 2019, can the hearing be held for the commercial properties only since Council is considering removing the residential, or does the roll for the hearing have to have the residential piece in it. Ms. Harkins stated that under the Special Assessment Statute, everyone in the flood plain district has to be assessed, they cannot pull individual outs. Mr. Smiertka stated he would look into it. Council President Wood then asked them two questions; do all the affected properties have to be assessed or can they differentiate some out, and secondly if they are setting the public hearing, does the roll have to list all the residential. Mr. Smiertka answered that they can set the hearing and list all, but before the final action they can pull parcels out. The notice that gets sent out will say the assessment roll is under consideration by Council and no final decision would be made until the vote. Council President Wood asked Ms. Oberlin if there is an option to do it or not do it, and Ms. Oberlin said the option is to correct the map and whether to do a special assessment or not.

### RESOLUTION – Supplemental Appropriation; Revenue from the sale of the Townsend Parking Ramp

Ms. Bennett recapped for the Committee the sale of the Townsend Ramp to the State of Michigan and the \$18 million in proceeds. After paying the outstanding bond debt with \$12,027,825, \$900,000 into the parking fund to offset past parking arrearages they were left with \$5,053,045. This resolution would appropriate \$1,952,000 to multiple Capital Projects and \$930,000 to the Fleet fund, still leaving \$2,171,045 unappropriated.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE SUPPLEMENTAL APPROPRIATION OF THE REVENUE FROM THE SALE OF THE TOWNSEND PARKING RAMP. MOTION CARRIED 7-0.

Council President Wood noted this resolution would be on the May 13, 2019 Council agenda so the Committee can review the distribution before that night when it would be up for a final vote.

### Other

#### RESOLUTION – Pave the Way Grant (late item)

Ms. Harkins noted that in 2018 the City received a grant for Federal Funds obligated in the amount of \$39,400 for the Paving the Way project which highlighted the historical project of I-496 and its impact on the City. Recently an Executive Director was hired for the project and the Mayor's office realized that the grant funds from the award had never been formally appropriated and grant acceptance. Council Member Washington asked Ms. Harkins what the end product of the project would be. Ms. Harkins could not confirm directly, however stated her belief it would be visual panels throughout the community, tours and interactive events. She stated she could bring back further details. Council Member Spitzley asked who would be administering it, and was told by Ms. Harkins that Marilyn Plummer in the Mayor's office has been working on the grant, and with the new Director and Historical Society. She added that the grant would be \$51,900 and she was not sure if the Historical Society would be

## DRAFT

supplementing any funds. Council Member Spitzley asked if the City would be supplementing the Directors pay, and Ms. Harkins confirmed they would not. Council Member Spadafore referred the Committee to the agreement which outlined the Statement of Work. Ms. Harkins stated the Historical Society will provide the match; which noted in the document is \$12,500. Council President Wood asked why it was submitted "Late" and asked what the urgency was. Ms. Harkins confirmed the Executive Director was hired and the funds were not appropriated, which they did not realize had not been done.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE PAVE THE WAY GRANT APPROPRIATION. MOTION CARRIED 7-0.

### **ADJOURN**

The meeting was adjourned at 7:57 p.m.

Respectfully Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

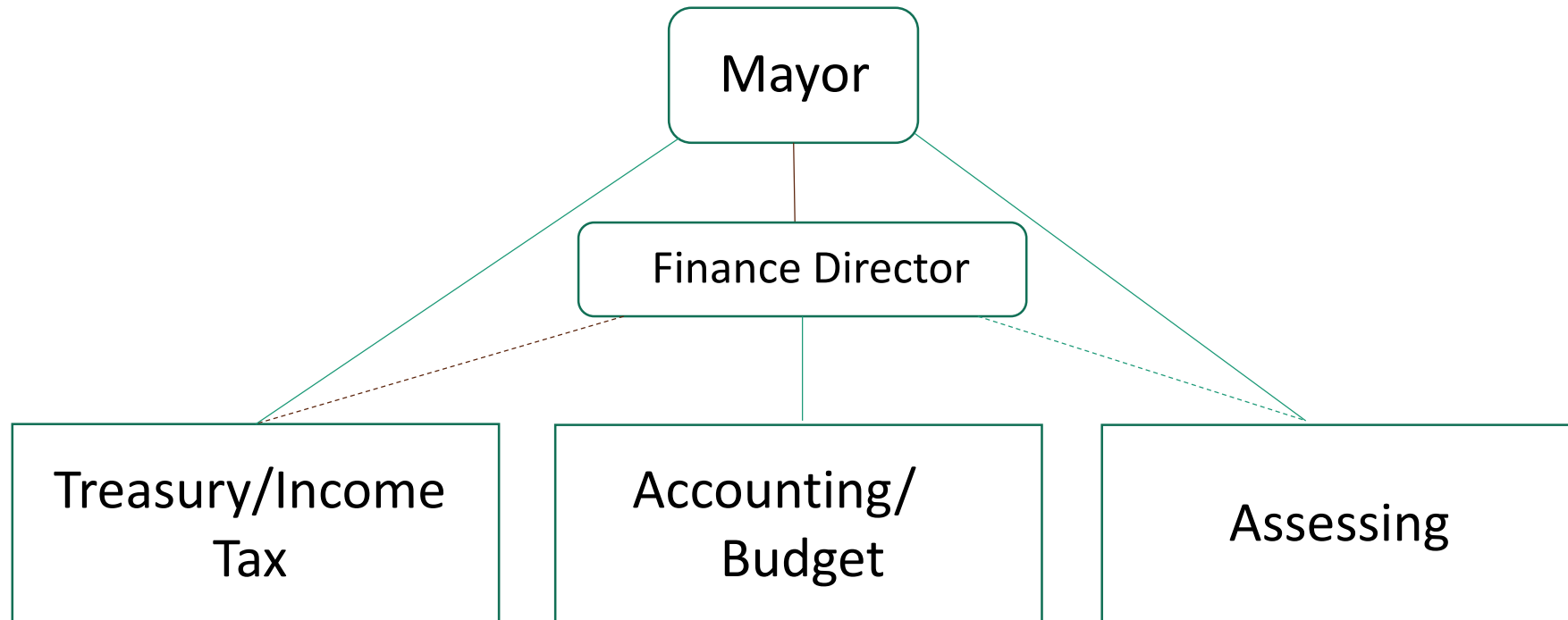
Approved by the Committee on



**LANSING'S  
TIME IS NOW**

# **Finance Department**

## **FY 2020 Proposed Budget Presentation May 6, 2019**



## **Finance Department Responsibilities:**

- Property assessments
- Property tax billings and collection (for multiple jurisdictions)
- Income tax processing and collection
- Accounting for the City's various funds and grants
- Preparation for annual financial audits and reports
- Financial analysis and forecasting
- Budget preparation and monitoring



## **Finance Department Responsibilities (continued):**

- Debt Management
- Cashflow/Banking Management
- Investment Management
- Purchasing Policy (operated by the Lansing Board of Water and Light)
- Vendor Payments
- Retirement System Administration

# Property Taxes

## Property Value Determinations:

- Approximately 48,000 parcels
- 3 Counties: Ingham, Eaton, Clinton

## Property Tax Notices:

- Approximately 57,000 property tax bills issued each July and December

## Sample Tax Millages – Ingham County Residents

| <u>Taxing Jurisdiction</u> | <u>Millage</u> | <u>Percent</u> | <u>Tax Bill</u> |
|----------------------------|----------------|----------------|-----------------|
| Lansing City               | 19.4400        | 26.6%          | Summer          |
| Ingham County              | 11.3400        | 15.5%          | Summer & Winter |
| Ingham ISD                 | 4.7062         | 6.4%           | Summer          |
| Lansing Community College  | 3.8072         | 5.2%           | Summer          |
| Lansing School District    | 22.5028        | 30.8%          | Summer          |
| Airport Authority          | 0.6990         | 1.0%           | Winter          |
| CADL                       | 1.5600         | 2.1%           | Winter          |
| CATA                       | 3.0070         | 4.1%           | Winter          |
| State School Education Tax | 6.0000         | 8.2%           | Summer          |

## Sample Tax Millages – Eaton County Residents

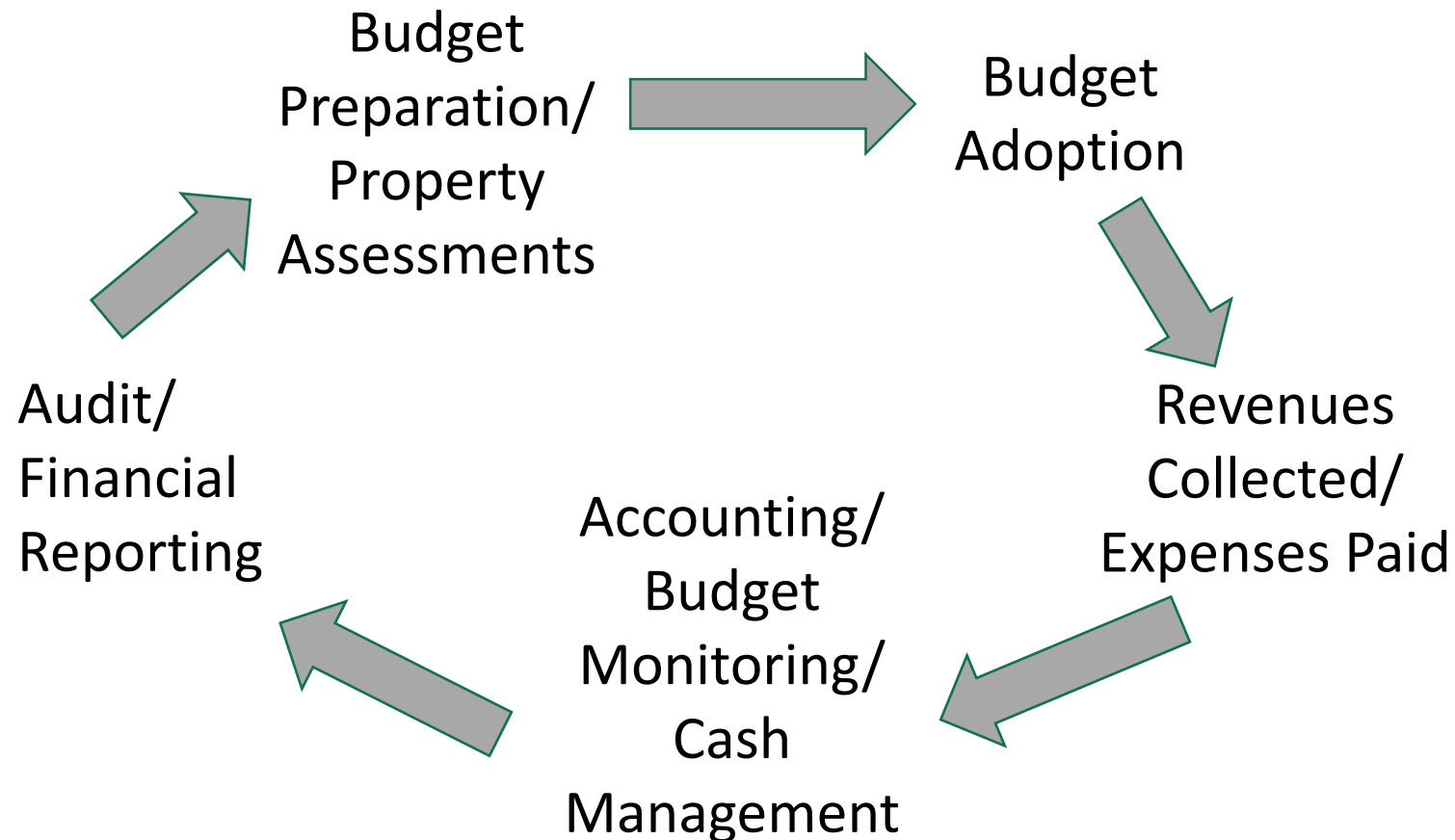
| <u>Taxing Jurisdiction</u> | <u>Millage</u> | <u>Percent</u> | <u>Tax Bill</u> |
|----------------------------|----------------|----------------|-----------------|
| Lansing City               | 19.4400        | 27.5%          | Summer          |
| Eaton County               | 9.0899         | 12.8%          | Summer & Winter |
| Ingham ISD                 | 4.7062         | 6.6%           | Summer          |
| Lansing Community College  | 3.8072         | 5.4%           | Summer          |
| Lansing School District    | 22.5028        | 31.8%          | Summer          |
| Airport Authority          | 0.6990         | 1.0%           | Winter          |
| CADL                       | 1.5600         | 2.2%           | Winter          |
| CATA                       | 3.0070         | 4.2%           | Winter          |
| State Education Tax        | 6.0000         | 8.5%           | Summer          |



## Income Tax Administration

- Approximately 90,000 individual, corporate, partnership, and fiduciary returns processed annually
- Approximately 40,000 refunds processed January 1 – June 15
- Work with employers to ensure proper withholding
- Compliance: Identification of non-filers and delinquent payers

## Finance Cycle





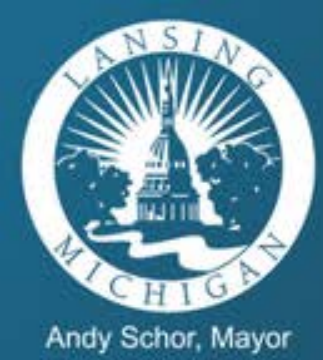
## **FY 2019 Accomplishments:**

- Software conversions/integrations for brownfield, TIFA, PILOT and PSD assessments
- Deployment of tablets for property appraisals
- Financial System Upgrade – Phase 1
- 3 Bond Refinancings: \$5.6 million savings (streets, sewer, parking, TIFA)



## **FY 2019 Accomplishments (continued):**

- Participatory budget forums
- Programmatic Budget Costings
- 40<sup>th</sup> Consecutive Year – Government Finance Officers Association Award for Excellence in Finance Reporting



## **FY 2020 Proposed Budget**

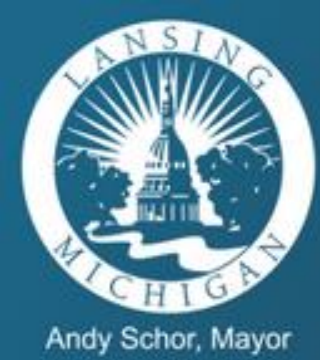
- No proposed staffing changes
- Financial System Upgrade – Phase 2
- Transition to Priority-Based Budgeting
- Continued Commitment to Customer Service

FY 2019/2020 Proposed Budget Supplementary Information -- Accounting Level Detail

| <u>Account Code</u>             | <u>Description</u>           | <u>FY 2018</u><br><u>Actuals</u> | <u>FY 2019</u><br><u>Adopted</u><br><u>Budget</u> | <u>FY 2019</u><br><u>Amended</u><br><u>Budget</u> | <u>FY 2019 Year-</u><br><u>End Projection</u> | <u>FY 2020</u><br><u>Proposed</u><br><u>Budget</u> |
|---------------------------------|------------------------------|----------------------------------|---------------------------------------------------|---------------------------------------------------|-----------------------------------------------|----------------------------------------------------|
| <b>FINANCE DEPARTMENT</b>       |                              |                                  |                                                   |                                                   |                                               |                                                    |
| <b><u>Accounting/Budget</u></b> |                              |                                  |                                                   |                                                   |                                               |                                                    |
| 101.172710.702000.00000         | SALARIES                     | 402,209                          | 490,964                                           | 490,964                                           | 410,698                                       | 495,863                                            |
| 101.172710.707000.00000         | TEMPORARY HELP               | 56,298                           | -                                                 | -                                                 | 36,000                                        | -                                                  |
| 101.172710.708000.00000         | OVERTIME - SALARY            | 503                              | -                                                 | -                                                 | -                                             | 1,000                                              |
| 101.172710.712000.00000         | LONGEVITY                    | 3,300                            | 3,800                                             | 3,800                                             | 3,800                                         | 5,300                                              |
| 101.172710.715300.00000         | FRINGE BENEFITS - FIXED      | 450,502                          | 408,247                                           | 408,247                                           | 408,247                                       | 376,184                                            |
| 101.172710.715400.00000         | FRINGE BENEFITS - VARIABLE   | 107,206                          | 163,151                                           | 163,151                                           | 115,000                                       | 167,869                                            |
| 101.172710.741000.00000         | MISCELLANEOUS OPERATING      | 126,803                          | 90,000                                            | 90,000                                            | 90,000                                        | 90,000                                             |
| 101.172710.741810.00000         | DUES & SUBSCRIPTIONS         | 18,484                           | 50,000                                            | 50,000                                            | 30,200                                        | 30,000                                             |
| 101.172710.743000.00000         | CONTRACTUAL SERVICES         | 247,356                          | 230,000                                           | 230,000                                           | 232,519                                       | 150,000                                            |
| 101.172710.743200.00000         | AUDIT FEES                   | 103,900                          | 100,000                                           | 100,000                                           | 105,000                                       | 110,000                                            |
| 101.172710.743720.00000         | INFORMATION TECHNOLOGY ALLOC | 78,385                           | 82,569                                            | 82,569                                            | 82,569                                        | 84,041                                             |
| 101.172710.744110.00000         | UTILITIES - CITY HALL        | 45,790                           | 50,000                                            | 50,000                                            | 47,000                                        | 50,903                                             |
| 101.172710.744200.00000         | TELEPHONE                    | 2,548                            | 18,000                                            | 18,000                                            | 5,152                                         | 5,000                                              |
| 101.172710.747000.00000         | TRAINING                     | 255                              | 5,000                                             | 5,000                                             | 3,000                                         | 10,000                                             |
| 101.172710.748000.00000         | INSURANCE & BONDS            | 20,530                           | 21,213                                            | 21,213                                            | 21,213                                        | 21,840                                             |
| <b>Accounting/Budget Total</b>  |                              | <b>\$ 1,664,068</b>              | <b>\$ 1,712,944</b>                               | <b>\$ 1,712,944</b>                               | <b>\$ 1,590,398</b>                           | <b>\$ 1,598,000</b>                                |
| <b><u>Assessing</u></b>         |                              |                                  |                                                   |                                                   |                                               |                                                    |
| 101.172720.702000.00000         | SALARIES                     | 604,887                          | 701,043                                           | 701,043                                           | 590,000                                       | 710,481                                            |
| 101.172720.706300.00000         | WAGES - BOARD OF REVIEW      | 2,825                            | 4,000                                             | 4,000                                             | 3,725                                         | 3,500                                              |
| 101.172720.707000.00000         | TEMPORARY HELP               | 42,751                           | -                                                 | -                                                 | 35,000                                        | 20,000                                             |
| 101.172720.708000.00000         | OVERTIME - SALARY            | -                                | 1,000                                             | 1,000                                             | 500                                           | 1,000                                              |
| 101.172720.712000.00000         | LONGEVITY                    | 11,500                           | 11,500                                            | 11,500                                            | 11,000                                        | 11,500                                             |
| 101.172720.715300.00000         | FRINGE BENEFITS - FIXED      | 567,289                          | 579,408                                           | 579,408                                           | 579,408                                       | 576,152                                            |
| 101.172720.715400.00000         | FRINGE BENEFITS - VARIABLE   | 143,260                          | 203,560                                           | 203,560                                           | 141,750                                       | 237,231                                            |
| 101.172720.741000.00000         | MISCELLANEOUS OPERATING      | 56,537                           | 60,000                                            | 60,000                                            | 60,000                                        | 70,000                                             |
| 101.172720.741840.00000         | TRANSPORTATION               | 2,692                            | 5,000                                             | 5,000                                             | 3,000                                         | 3,000                                              |
| 101.172720.743720.00000         | INFORMATION TECHNOLOGY ALLOC | 88,350                           | 93,073                                            | 93,073                                            | 93,073                                        | 98,113                                             |
| 101.172720.744110.00000         | UTILITIES - CITY HALL        | 35,340                           | 40,000                                            | 40,000                                            | 37,000                                        | 40,298                                             |
| 101.172720.744200.00000         | TELEPHONE                    | 6,011                            | 8,000                                             | 8,000                                             | 6,273                                         | 7,000                                              |
| 101.172720.747000.00000         | TRAINING                     | 570                              | 5,000                                             | 5,000                                             | 3,079                                         | 5,000                                              |
| 101.172720.748000.00000         | INSURANCE & BONDS            | 14,188                           | 15,590                                            | 15,590                                            | 15,590                                        | 19,725                                             |
| 101.172720.977101.00000         | EQUIPMENT < \$5,000          | -                                | 10,000                                            | 10,000                                            | 5,000                                         | -                                                  |
| <b>Assessing Total</b>          |                              | <b>\$ 1,576,199</b>              | <b>\$ 1,737,174</b>                               | <b>\$ 1,737,174</b>                               | <b>\$ 1,584,398</b>                           | <b>\$ 1,803,000</b>                                |

FY 2019/2020 Proposed Budget Supplementary Information -- Accounting Level Detail

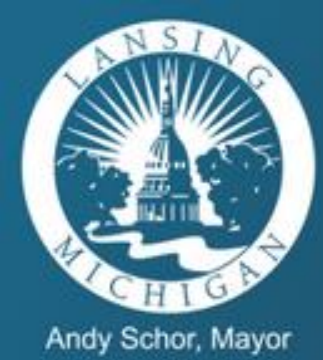
| <u>Account Code</u>     | <u>Description</u>              | <u>FY 2018<br/>Actuals</u> | <u>FY 2019<br/>Adopted<br/>Budget</u> | <u>FY 2019<br/>Amended<br/>Budget</u> | <u>FY 2019 Year-<br/>End Projection</u> | <u>FY 2020<br/>Proposed<br/>Budget</u> |
|-------------------------|---------------------------------|----------------------------|---------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|
|                         | <b><u>Treasury</u></b>          |                            |                                       |                                       |                                         |                                        |
| 101.172730.702000.00000 | SALARIES                        | 587,143                    | 763,180                               | 763,180                               | 591,850                                 | 805,955                                |
| 101.172730.707000.00000 | TEMPORARY HELP                  | 38,715                     | 20,000                                | 20,000                                | 30,188                                  | 20,000                                 |
| 101.172730.708000.00000 | OVERTIME - SALARY               | 3,362                      | 3,600                                 | 3,600                                 | 10,000                                  | 5,000                                  |
| 101.172730.712000.00000 | LONGEVITY                       | 9,600                      | 10,600                                | 10,600                                | 10,600                                  | 9,100                                  |
| 101.172730.715300.00000 | FRINGE BENEFITS - FIXED         | 519,333                    | 565,716                               | 565,716                               | 565,716                                 | 658,690                                |
| 101.172730.715400.00000 | FRINGE BENEFITS - VARIABLE      | 193,504                    | 278,794                               | 278,794                               | 213,500                                 | 349,561                                |
| 101.172730.741000.00000 | MISCELLANEOUS OPERATING         | 56,247                     | 37,000                                | 37,000                                | 60,000                                  | 65,000                                 |
| 101.172730.741100.00000 | POSTAGE                         | 87,808                     | 100,000                               | 100,000                               | 104,215                                 | 95,000                                 |
| 101.172730.741401.00000 | PRINTING & FORMS                | 47,515                     | 20,000                                | 20,000                                | 30,000                                  | 30,000                                 |
| 101.172730.742100.00000 | FUEL                            | 13                         | 100                                   | 100                                   | 100                                     | 100                                    |
| 101.172730.743000.00000 | CONTRACTUAL SERVICES            | 73,218                     | 58,500                                | 58,500                                | 70,000                                  | 70,000                                 |
| 101.172730.743050.00000 | TEMPORARY HELP-CONTRACTUAL      | 29,673                     | -                                     | -                                     | 65,000                                  | -                                      |
| 101.172730.743720.00000 | INFORMATION TECHNOLOGY ALLOC    | 101,806                    | 107,241                               | 107,241                               | 107,241                                 | 113,048                                |
| 101.172730.744110.00000 | UTILITIES - CITY HALL           | 30,639                     | 32,000                                | 32,000                                | 32,000                                  | 34,996                                 |
| 101.172730.744200.00000 | TELEPHONE                       | 1,873                      | 8,000                                 | 8,000                                 | 2,000                                   | 2,000                                  |
| 101.172730.745200.00000 | EQUIPMENT RENTAL                | 160                        | 200                                   | 200                                   | 200                                     | 200                                    |
| 101.172730.747000.00000 | TRAINING                        | 2,630                      | 6,000                                 | 6,000                                 | 5,310                                   | 8,000                                  |
| 101.172730.748000.00000 | INSURANCE & BONDS               | 10,051                     | 10,551                                | 10,551                                | 10,551                                  | 13,350                                 |
|                         | <b>Treasury Total</b>           | <b>\$ 1,793,292</b>        | <b>\$ 2,021,482</b>                   | <b>\$ 2,021,482</b>                   | <b>\$ 1,908,471</b>                     | <b>\$ 2,280,000</b>                    |
|                         | <b>FINANCE DEPARTMENT TOTAL</b> | <b>\$ 5,033,560</b>        | <b>\$ 5,471,600</b>                   | <b>\$ 5,471,600</b>                   | <b>\$ 5,083,267</b>                     | <b>\$ 5,681,000</b>                    |



**LANSING'S  
TIME IS NOW**

# **Law Department**

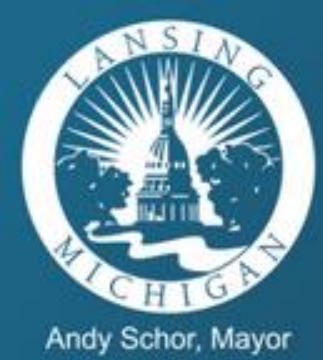
**FY'20 Budget Presentation**  
**April 15, 2019**



# INTRODUCTION

**LANSING'S  
TIME IS NOW**

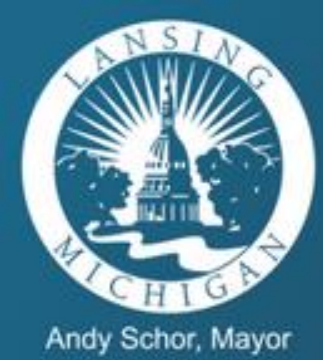
- ❖ Under the Charter, the City Attorney is responsible to both the Mayor and City Council to see that the legal affairs of the City are properly managed.
- ❖ The City Attorney is the prosecutor for the people of the City for all cases under the Charter and ordinances of the City.
- ❖ Advises officers and agencies of the City on matters relating to their official duties.



# INTRODUCTION CONT.

**LANSING'S  
TIME IS NOW**

- ❖ The Office (OCA) serves the citizens of the City of Lansing through its representation of the City and its elected officials, offices, boards and commissions in civil and criminal court, and in administrative and quasi-judicial proceedings as either Plaintiff counsel or Defense counsel.
- ❖ The OCA provides legal services, advice and counsel by addressing legal challenges facing the City in a professional, ethical and cost effective manner.



# WHO WE ARE

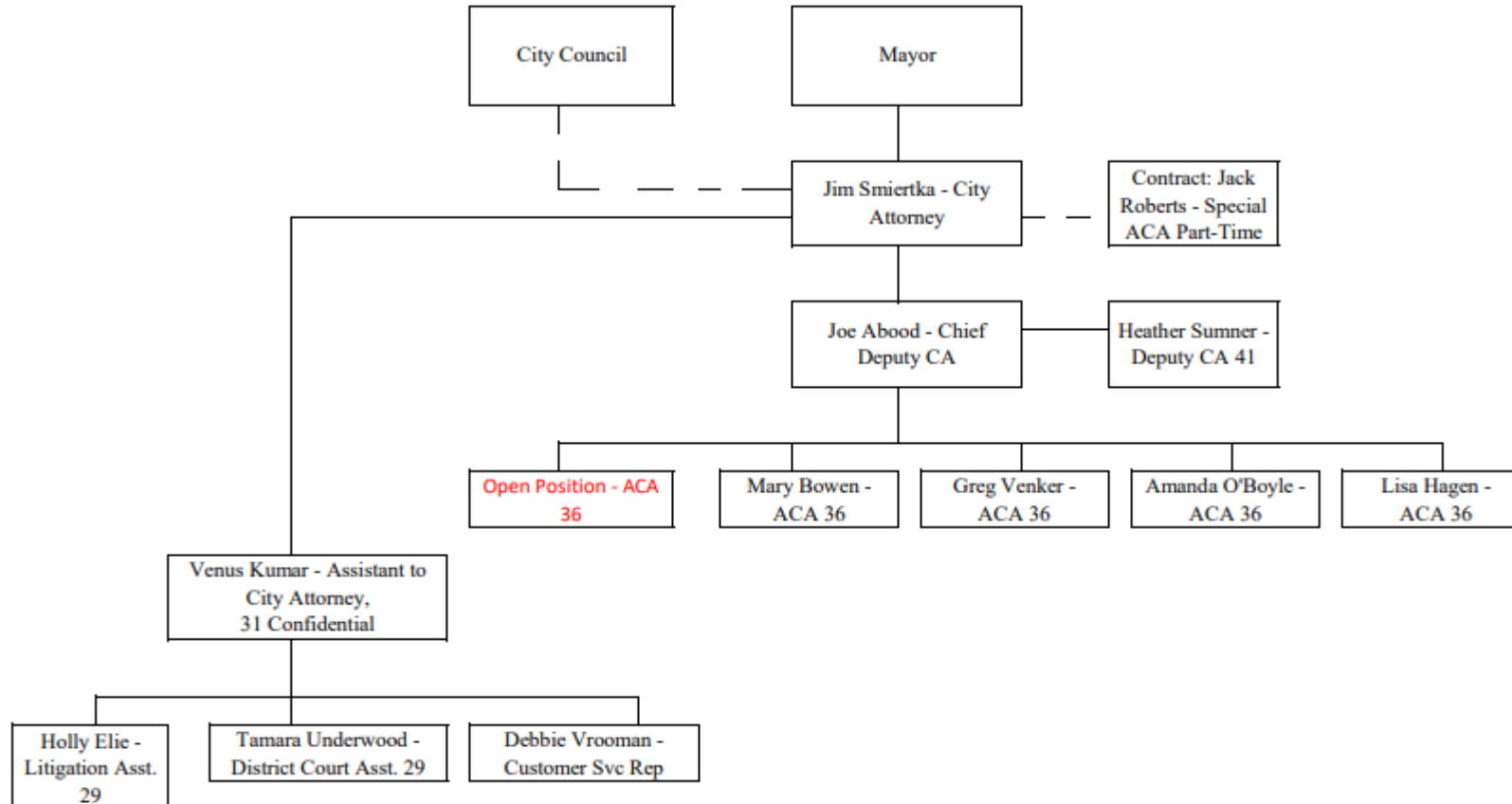
**LANSING'S  
TIME IS NOW**

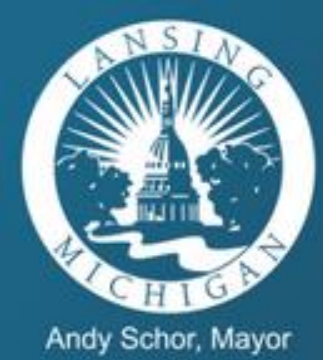
- ❖ The City Attorney has a staff of 6 Attorneys, an Office Manager, a District Court Assistant, a Litigation Assistant and a Customer Service Representative.
- ❖ The Law Department also engages, on average, 4 part-time interns throughout the year.

# ORGANIZATION CHART

LANSING'S  
TIME IS NOW

## Office of the City Attorney - Organization Chart April 9, 2019



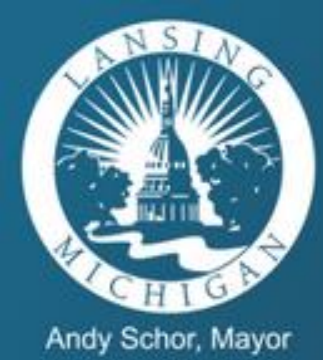


# FUNCTIONAL OPERATIONS OF THE LAW DEPARTMENT

LANSING'S  
TIME IS NOW

- ❖ The Mayor and Executive Branch of Government
- ❖ The President and Members of City Council
- ❖ City Departments
- ❖ Boards, Commissions and Authorities
- ❖ Civil and Administrative Law Litigation; Federal and State
- ❖ Property Damage, Personal Injury and Special Assessment Claims
- ❖ Contract and Resolution Drafting, Review, and Approval
- ❖ Development Projects and Real Estate Transactions
- ❖ Neighborhood Complaints not handled by other departments
- ❖ FOIA Requests and/or Subpoenas including body cam and motor vehicle recorder video review
- ❖ Lansing Police Department, Criminal Enforcement Advice and Assistance, and LPD Administrative Matters
- ❖ Courts, Cops and Counselors
- ❖ Legal Opinions (Formal and Informal) and Ordinance Drafting
- ❖ Ordinance Prosecution (District Court Cases) and Complaint/Warrant authorization
- ❖ Labor, Employment, and Worker's Compensation Matters
- ❖ Collections & Bankruptcy as well as Tax Appeals
- ❖ Everything Marihuana





# FY 2019 STATISTICS TO DATE

LANSING'S  
TIME IS NOW

- ❖ 422 Contracts and 220 resolutions passed through OCA, both paper and through Laserfiche
- ❖ 22 open Civil Litigation cases spanning District, Circuit, and Federal Courts
- ❖ 3 of the 22 cases are with the Michigan Court of Appeals
- ❖ 1 open case with the Michigan Tax Tribunal
- ❖ 14 Marihuana open and closed litigation cases
- ❖ Approximately 3,583 ordinance, traffic and income tax cases were prosecuted in 4 courtrooms during the current fiscal year



# FY 2019 STATISTICS TO DATE

LANSING'S  
TIME IS NOW

❖ Processed approximately 47 neighborhood complaints

❖ Claims processed through the OCA include:

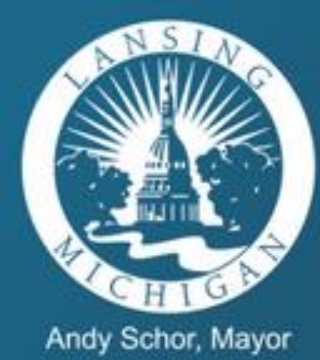
- ✓ 131 Special Assessments
- ✓ 59 Property Damage
- ✓ 5 Personal Injury

❖ Income Tax Court Cases

- ✓ 2015 = 120
- ✓ 2016 = 810
- ✓ 2017 = 1,914
- ✓ 2018 = 3,000
- ✓ 2019 = 1,038

❖ As the FOIA Coordinator, the OCA has processed 7,132 FOIA, 32 Subpoena and 1,417 Video requests





# NEW INITIATIVES

**LANSING'S  
TIME IS NOW**

## **FOIA**

OCA, LPD and IT are working together to develop software to convert the existing paper FOIA system into an electronic system, making the FOIA process more efficient, faster, and easier to use for citizens and city employees alike.

## **Code Compliance Tickets**

OCA developed and implemented a process to bring enforcement action in District Court to seek court-ordered compliance for zoning, building, and code violations.

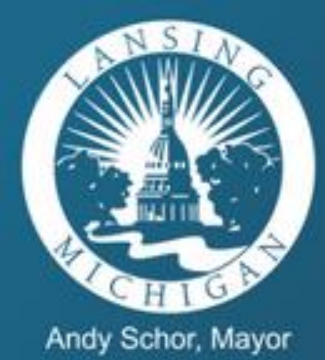
## **Marijuana**

OCA is working closely with all City departments and providing legal guidance throughout the implementation of Chapter 1300. Marijuana matters and related litigation are absorbing a significant amount of staff time.

## **Other**

Streamlining effort with the District Court for Income Tax prosecution.

Coordinating an effort with other departments and the Clerk related to processing and redaction of body cam, motor vehicle recorders, and LPD detention camera videos.



# QUESTIONS

**LANSING'S  
TIME IS NOW**



## FY 2019/2020 Proposed Budget Supplementary Information -- Accounting Level Detail

| <u>Account Code</u>     | <u>Description</u>                    | <u>FY 2018<br/>Actuals</u> | <u>FY 2019<br/>Adopted<br/>Budget</u> | <u>FY 2019<br/>Amended<br/>Budget</u> | <u>FY 2019 Year-<br/>End Projection</u> | <u>FY 2020<br/>Proposed<br/>Budget</u> |
|-------------------------|---------------------------------------|----------------------------|---------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|
|                         | <b><u>OFFICE OF CITY ATTORNEY</u></b> |                            |                                       |                                       |                                         |                                        |
| 101.172900.702000.00000 | SALARIES                              | 603,053                    | 896,744                               | 896,744                               | 826,007                                 | 925,998                                |
| 101.172900.707000.00000 | TEMPORARY HELP                        | 166,088                    | 40,000                                | 40,000                                | 69,007                                  | 55,000                                 |
| 101.172900.715300.00000 | FRINGE BENEFITS - FIXED               | 673,321                    | 650,625                               | 650,625                               | 650,625                                 | 673,686                                |
| 101.172900.715400.00000 | FRINGE BENEFITS - VARIABLE            | 159,246                    | 318,220                               | 318,220                               | 219,819                                 | 286,568                                |
| 101.172900.741000.00000 | MISCELLANEOUS OPERATING               | 59,784                     | 35,000                                | 35,000                                | 35,000                                  | 35,000                                 |
| 101.172900.741883.00000 | LIBRARY                               | 33,869                     | 30,000                                | 30,000                                | 30,000                                  | 30,000                                 |
| 101.172900.741889.00000 | COURT FILING FEES & COSTS             | 915                        | 15,000                                | 15,000                                | 15,000                                  | 7,000                                  |
| 101.172900.743000.00000 | CONTRACTUAL SERVICES                  | 37,147                     | 20,000                                | 20,000                                | -                                       | -                                      |
| 101.172900.743720.00000 | INFORMATION TECHNOLOGY ALLOC          | 89,277                     | 94,048                                | 94,048                                | 94,048                                  | 99,141                                 |
| 101.172900.744110.00000 | UTILITIES - CITY HALL                 | 32,253                     | 33,000                                | 33,000                                | 33,000                                  | 37,116                                 |
| 101.172900.744200.00000 | TELEPHONE                             | 3,010                      | 10,000                                | 10,000                                | 5,000                                   | 5,000                                  |
| 101.172900.747000.00000 | TRAINING                              | 1,442                      | 15,000                                | 15,000                                | 15,000                                  | 15,000                                 |
| 101.172900.748000.00000 | INSURANCE & BONDS                     | 10,010                     | 10,663                                | 10,663                                | 10,663                                  | 13,491                                 |
|                         | <b>OFFICE OF CITY ATTORNEY Total</b>  | <b>\$ 1,869,414</b>        | <b>\$ 2,168,300</b>                   | <b>\$ 2,168,300</b>                   | <b>\$ 2,003,169</b>                     | <b>\$ 2,183,000</b>                    |



# City Council and Internal Audit

FY'20 Budget Proposal

# Introduction

- ❑ My name is Eric Brewer, as the City's Internal Auditor reporting to City Council, I will be presenting the fiscal year 2020 budget proposal for City Council, the City's legislative body, and for Internal Audit which is contained within a separate cost center.

# City Council - Role

- ❑ City Council is the legislative branch for the City of Lansing.
- ❑ Responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law.
- ❑ Vested with oversight and investigative powers and is charged with creating City policy through the adoption of resolutions.
- ❑ Conducts Committee of the Whole and regularly scheduled Committee meetings.
- ❑ Reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations.
- ❑ Adopts an annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and payment of principal and interest on its indebtedness.
- ❑ Works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

# City Council Performance Measures

- ❑ Council Members will develop protocols to respond in a timely manner to calls, emails and inquiries from constituents.
- ❑ Council Members will be prepared and attend the Council Committees they are assigned to.
- ❑ Council Members will be prepared and attend outside Boards and Commissions they are assigned and prepare reports to be shared with fellow Council Members and the public.
- ❑ Council Members will be prepared and attend Council Meetings.
- ❑ Council will establish additional ways to share information facilitating additional transparency to City government.
- ❑ Council will review during the budget process whether City Departments have met their Performance Budgeting and if not where they are lacking or have excelled.
- ❑ Upon the adoption of ordinances Council will work with the various Departments to ensure a procedure is developed for the training and implementation of the ordinance.

# Performance Metrics

| Resolutions Approved - Source LaserFiche - As of 4-30-2019 |                     |                               |
|------------------------------------------------------------|---------------------|-------------------------------|
| Calendar Year                                              | Resolution Approved | Record Number                 |
| 2019                                                       | 132                 | Resolution 2019-1 To 2019-132 |
| 2018                                                       | 324                 | Resolution 2018-1 To 2018-324 |
| 2017                                                       | 308                 | Resolution 2017-1 To 2017-308 |

| Ordinances Approved - Source Council Action Items As of 4-30-2019 |                     |                         |
|-------------------------------------------------------------------|---------------------|-------------------------|
| Calendar Year                                                     | Ordinances Approved | Record Number           |
| 2019                                                              | 6                   | Ordinances 1243 To 1248 |
| 2018                                                              | 23                  | Ordinances 1220 To 1242 |
| 2017                                                              | 14                  | Ordinances 1206 To 1219 |

# Performance Metrics

| City Council Meetings - Source City Council Proceedings Records - As of 4-30-2019 |                    |                  |       |
|-----------------------------------------------------------------------------------|--------------------|------------------|-------|
| Calendar Year                                                                     | Number of Meetings | Special meetings | Total |
| 2019                                                                              | 9                  | 1                | 10    |
| 2018                                                                              | 27                 | 0                | 27    |
| 2017                                                                              | 26                 | 4                | 30    |

| Committee Meetings - Source City Council Records - As of 4-30-2019 |         |         |         |
|--------------------------------------------------------------------|---------|---------|---------|
| Committee                                                          | CY 2017 | CY 2018 | CY 2019 |
| COW                                                                | 35      | 34      | 12      |
| PUBLIC SAFETY                                                      | 19      | 25      | 5       |
| PUBLIC SERVICE                                                     | 13      | 19      | 4       |
| GENERAL SERVICE                                                    | 13      | 28      | 5       |
| DEVELOPMENT & PLANNING                                             | 18      | 21      | 6       |
| INTERGOVERNMENTAL RELATIONS                                        | NA      | 10      | 6       |
| PERSONNEL                                                          | 1       | 0       | 1       |
| WAYS & MEANS                                                       | 23      | 15      | 6       |
| Note - AD HOC Meeting Not Included                                 |         |         |         |

# City Council Proposed Budget Submitted to Mayor

- ❑ The City Council submitted a proposed budget that included 25 line items for a total requested amount of \$856,681 that is a 19.98% or \$142,681 increase from the prior year adopted budget of \$714,000.
- ✓ The reason for the large proposed increase was primary due to additional funding requested for creation of a New Legislative Analyst Position funding amount of \$122,957.

# Mayor Proposed Budget for City Council

- ❑ The current Mayor's City Council proposed budget includes 25 line items for a total requested amount of \$730,000 that is a 2.2% or \$16,000 increase from the prior year adopted budget of \$714,000.

| FY'20 Executive Budget Recommendation Book - Page 43 |                  |                        |                   |                  |                                |
|------------------------------------------------------|------------------|------------------------|-------------------|------------------|--------------------------------|
| Category                                             | FY 2019 Actual   | FY 2019 Adopted Budget | FY 2019 Projected | FY 2020 Proposed | % Change Adopted FY20 Proposed |
| Personnel                                            | \$490,562        | \$494,573              | \$486,007         | \$498,516        | 0.8%                           |
| Operating                                            | \$187,221        | \$219,427              | \$186,773         | \$231,484        | 5.5%                           |
| <b>Total</b>                                         | <b>\$677,783</b> | <b>\$714,000</b>       | <b>\$672,780</b>  | <b>\$730,000</b> | <b>2.2%</b>                    |

# City Council – Line Items

❑ These line items included items, such as:

- ✓ Salaries for Councilmembers that are set by Elected Office Compensation Committee.
- ✓ Two Paid Office Staff members paid per the city's salary schedules (Based off of Teamsters Local 214).
- ✓ Fringe benefits calculated by the Finance Department based on social security rates and healthcare coverage, etc.
- ✓ Councilmembers officeholder expense accounts that provide for \$2,000 for At Large and \$1,500 for Ward Councilmembers.
- ✓ Overhead expenses for Information Technology, utilities, phone, insurance and bonds, etc.
- ✓ Accounts set up for support of community projects, such as Promotion and Community funding that can be used to buy ads in program booklets for events and/or to help sponsor events, etc.

# City Council – Why Increase?

❑ The reason for the \$16,000 increase from the prior year budget is from:

- ✓ 6.7% or 2,000 increase for Miscellaneous Operating Line Item
- ✓ 2.0% or \$5,934 increase for Salaries Line Item
- ✓ 9.5% or \$6,144 increase for Fringe Benefits Variable Line Item
- ✓ 5.4% or \$4,273 increase for Information Technology Line Item
- ✓ 26.5% or \$2,260 increase for Insurance & Bonds Line Item
- ✓ 6.0% or \$3,024 increase for Utilities – City Hall Line Item
- ✓ 6.7% or \$500 increase for Promotion Account Line Item
- ✓ Increases offset by decrease in Fringe Benefits – Fixed of -6.3% or \$-8,135 Line Item

# Internal Audit - Role

- ❑ The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy.
- ❑ The Internal Auditor works under the direction of the City Council in reviewing external audits of financial transactions and procedures.
- ❑ The Internal Auditor also performs routine audits of other City business.
- ❑ The Internal Auditor is appointed by and is responsible to the City Council.
- ❑ The mission of the Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of city government for the benefit of the citizens of the City of Lansing.

# Internal Audit - Budget Request

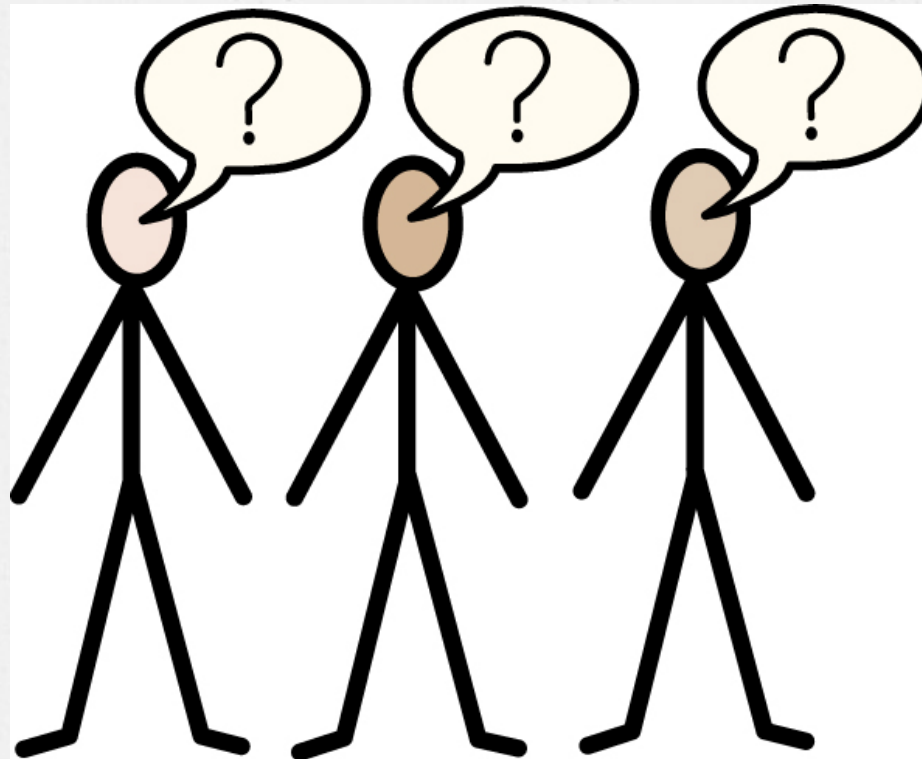
- ❑ The current Internal Audit proposed budget includes 8 line items for a total requested amount of \$196,000 that is a 0.6% or \$1,100 increase from the prior year adopted budget of \$194,900.

| FY'20 Executive Budget Recommendation Book - Page 45 |                  |                        |                   |                  |                                |
|------------------------------------------------------|------------------|------------------------|-------------------|------------------|--------------------------------|
| Category                                             | FY 2019 Actual   | FY 2019 Adopted Budget | FY 2019 Projected | FY 2020 Proposed | % Change Adopted FY20 Proposed |
| Personnel                                            | \$173,028        | \$182,261              | \$174,881         | \$182,115        | -0.1%                          |
| Operating                                            | \$8,936          | \$12,639               | \$10,288          | \$13,885         | 9.9%                           |
| <b>Total</b>                                         | <b>\$181,964</b> | <b>\$194,900</b>       | <b>\$185,169</b>  | <b>\$196,000</b> | <b>0.6%</b>                    |

# Internal Audit – Why Increase?

- ❑ The reason for the \$1,100 increase from the prior year budget is from:
  - ✓ 0.6% or \$2,086 increase for Salaries Line Item
    - ❖ Salary increase, as a result of following (Teamster Local 214).
  - ✓ 0.5% or \$77 increase for Fringe Benefits Variable Line Item
  - ✓ 5.4% or \$371 increase for Information Technology Line Item
    - ❖ Result of increase funding overall for Information Technology Department.
  - ✓ 26.5% or \$875 increase for Insurance & Bonds Line Item
    - ❖ Result of increase funding for Insurance and Bonds allocation.
  - ✓ Increases offset by decrease in Fringe Benefits – Fixed of -3.3% or \$-2,309 Line Item

# Any Questions?



FY 2019/2020 Proposed Budget Supplementary Information -- Accounting Level Detail

| <u>Account Code</u>        | <u>Description</u>           | <u>FY 2018<br/>Actuals</u> | <u>FY 2019<br/>Adopted<br/>Budget</u> | <u>FY 2019<br/>Amended<br/>Budget</u> | <u>FY 2019 Year-<br/>End Projection</u> | <u>FY 2020<br/>Proposed<br/>Budget</u> |
|----------------------------|------------------------------|----------------------------|---------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|
| <b><u>CITY COUNCIL</u></b> |                              |                            |                                       |                                       |                                         |                                        |
| 101.112101.702000.00000    | SALARIES                     | 298,145                    | 294,800                               | 294,800                               | 293,720                                 | 300,734                                |
| 101.112101.708000.00000    | OVERTIME - SALARY            | 142                        | -                                     | -                                     | -                                       | -                                      |
| 101.112101.712000.00000    | LONGEVITY                    | -                          | 400                                   | 400                                   | -                                       | 400                                    |
| 101.112101.715300.00000    | FRINGE BENEFITS - FIXED      | 128,062                    | 129,872                               | 129,872                               | 129,872                                 | 121,737                                |
| 101.112101.715400.00000    | FRINGE BENEFITS - VARIABLE   | 64,213                     | 64,501                                | 64,501                                | 62,415                                  | 70,645                                 |
| 101.112101.741000.00000    | MISCELLANEOUS OPERATING      | 32,968                     | 30,000                                | 30,661                                | 26,886                                  | 32,000                                 |
| 101.112101.741200.00000    | PROMOTION                    | 6,839                      | 7,500                                 | 7,500                                 | 9,090                                   | 8,000                                  |
| 101.112101.741223.00000    | COUNCILMEMBER WOOD           | 2,007                      | 2,000                                 | 2,000                                 | 2,000                                   | 2,000                                  |
| 101.112101.741229.00000    | COUNCILMEMBER DUNBAR         | 1,823                      | 2,000                                 | 2,000                                 | 2,000                                   | 2,000                                  |
| 101.112101.741235.00000    | COUNCILMEMBER YORKO          | 810                        | -                                     | -                                     | -                                       | -                                      |
| 101.112101.741236.00000    | COUNCILMEMBER HOUGHTON       | 1,130                      | -                                     | -                                     | -                                       | -                                      |
| 101.112101.741237.00000    | COUNCILMEMBER WASHINGTON     | 1,496                      | 1,500                                 | 1,500                                 | 1,500                                   | 1,500                                  |
| 101.112101.741238.00000    | COUNCILMEMBER BROWN-CLARKE   | 981                        | -                                     | -                                     | -                                       | -                                      |
| 101.112101.741240.00000    | COUNCILMEMBER SPITZLEY       | 1,346                      | 2,000                                 | 2,000                                 | 2,000                                   | 2,000                                  |
| 101.112101.741241.00000    | COUNCILMEMBER HUSSAIN        | 1,517                      | 1,500                                 | 1,500                                 | 1,500                                   | 1,500                                  |
| 101.112101.741242.00000    | COUNCILMEMBER SPADAFORE      | 361                        | 2,000                                 | 2,000                                 | 2,000                                   | 2,000                                  |
| 101.112101.741243.00000    | COUNCILMEMBER JACKSON        | -                          | 1,500                                 | 1,500                                 | 1,500                                   | 1,500                                  |
| 101.112101.741244.00000    | COUNCILMEMBER GARZA          | 730                        | 1,500                                 | 1,500                                 | 1,500                                   | 1,500                                  |
| 101.112101.741246.00000    | MARTIN LUTHER KING JR DAY    | -                          | 1,000                                 | 1,000                                 | 1,000                                   | 1,000                                  |
| 101.112101.741247.00000    | CESAR CHAVEZ EVENT           | 1,612                      | 1,500                                 | 1,500                                 | 1,500                                   | 1,500                                  |
| 101.112101.741256.00000    | BEA CRISTY AWARDS DINNER     | -                          | 500                                   | 500                                   | -                                       | 500                                    |
| 101.112101.741289.00000    | COMMUNITY FUNDING            | 2,752                      | 7,000                                 | 14,448                                | 3,251                                   | 7,000                                  |
| 101.112101.743050.00000    | TEMPORARY HELP-CONTRACTUAL   | -                          | 5,000                                 | 5,000                                 | -                                       | 5,000                                  |
| 101.112101.743720.00000    | INFORMATION TECHNOLOGY ALLOC | 74,903                     | 78,905                                | 78,905                                | 78,905                                  | 83,178                                 |
| 101.112101.744110.00000    | UTILITIES - CITY HALL        | 41,806                     | 50,000                                | 50,000                                | 37,239                                  | 53,024                                 |
| 101.112101.744200.00000    | TELEPHONE                    | 8,086                      | 13,500                                | 13,500                                | 5,930                                   | 13,500                                 |
| 101.112101.747000.00000    | TRAINING                     | 190                        | 2,000                                 | 2,000                                 | 450                                     | 2,000                                  |
| 101.112101.748000.00000    | INSURANCE & BONDS            | 5,864                      | 8,522                                 | 8,522                                 | 8,522                                   | 10,782                                 |
| 101.112101.977000.00000    | EQUIPMENT                    | -                          | 5,000                                 | 5,000                                 | -                                       | 5,000                                  |
|                            | <b>CITY COUNCIL Total</b>    | <b>\$ 677,783</b>          | <b>\$ 714,000</b>                     | <b>\$ 722,109</b>                     | <b>\$ 672,780</b>                       | <b>\$ 730,000</b>                      |

FY 2019/2020 Proposed Budget Supplementary Information -- Accounting Level Detail

| <u>Account Code</u>     | <u>Description</u>           | <u>FY 2018</u><br><u>Actuals</u> | <u>FY 2019</u><br><u>Adopted</u><br><u>Budget</u> | <u>FY 2019</u><br><u>Amended</u><br><u>Budget</u> | <u>FY 2019 Year-</u><br><u>End Projection</u> | <u>FY 2020</u><br><u>Proposed</u><br><u>Budget</u> |
|-------------------------|------------------------------|----------------------------------|---------------------------------------------------|---------------------------------------------------|-----------------------------------------------|----------------------------------------------------|
|                         | <u>INTERNAL AUDIT</u>        |                                  |                                                   |                                                   |                                               |                                                    |
| 101.112120.702000.00000 | SALARIES                     | 90,584                           | 95,540                                            | 95,540                                            | 92,222                                        | 97,626                                             |
| 101.112120.707000.00000 | TEMPORARY HELP               | -                                | 500                                               | 500                                               | -                                             | 500                                                |
| 101.112120.715300.00000 | FRINGE BENEFITS - FIXED      | 66,888                           | 69,988                                            | 69,988                                            | 67,604                                        | 67,679                                             |
| 101.112120.715400.00000 | FRINGE BENEFITS - VARIABLE   | 15,556                           | 16,233                                            | 16,233                                            | 15,055                                        | 16,310                                             |
| 101.112120.741000.00000 | MISCELLANEOUS OPERATING      | -                                | 1,500                                             | 1,500                                             | -                                             | 1,500                                              |
| 101.112120.743720.00000 | INFORMATION TECHNOLOGY ALLOC | 6,494                            | 6,840                                             | 6,840                                             | 6,840                                         | 7,211                                              |
| 101.112120.744200.00000 | TELEPHONE                    | 248                              | 1,000                                             | 1,000                                             | 149                                           | 1,000                                              |
| 101.112120.748000.00000 | INSURANCE & BONDS            | 2,194                            | 3,299                                             | 3,299                                             | 3,299                                         | 4,174                                              |
|                         | <b>INTERNAL AUDIT Total</b>  | <b>\$ 181,964</b>                | <b>\$ 194,900</b>                                 | <b>\$ 194,900</b>                                 | <b>\$ 185,169</b>                             | <b>\$ 196,000</b>                                  |

ORDINANCE No. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, RE-ADOPTING THE  
CODIFIED ORDINANCES OF THE CITY OF LANSING.

THE CITY OF LANSING ORDAINS:

SECTION 1. THAT THE CODE OF ORDINANCES OF THE CITY OF LANSING,  
MICHIGAN, AS AMENDED AND REPUBLISHED BY MUNICIPAL CODE CORPORATION  
THROUGH SUPPLEMENT 49, AND ALL GENERAL AND PERMANENT LEGISLATION  
OF THE CITY FROM THE DATE OF ENTRY THROUGH DECEMBER 31, 2018, EXCEPT  
ANY ORDINANCE REPEALED AS PROVIDED BY LAW, AS REVISED, CODIFIED,  
ARRANGED, NUMBERED, EDITED AND CONSOLIDATED INTO COMPONENT CODES,  
TITLES, CHAPTERS AND SECTIONS, ARE HEREBY APPROVED AND READOPTED AS  
THE CODIFIED ORDINANCES OF LANSING, MICHIGAN 2018, COMPLETE TO  
DECEMBER 31, 2018.

SECTION 2. THE READOPTION OF CODIFIED ORDINANCES SHALL NOT BE  
CONSTRUED TO AFFECT A RIGHT OR LIABILITY ACCRUED OR INCURRED UNDER  
ANY LEGISLATIVE PROVISION PRIOR TO THE EFFECTIVE DATE OF SUCH  
READOPTED, OR AN ACTION OR PROCEEDING FOR THE ENFORCEMENT OF SUCH  
RIGHT OR LIABILITY. SUCH READOPTION SHALL NOT BE CONSTRUED TO RELIEVE  
ANY PERSON FROM PUNISHMENT FOR AN ACT COMMITTED IN VIOLATION OF ANY  
SUCH LEGISLATIVE PROVISION, NOR TO AFFECT AN INDICTMENT OR  
PROSECUTION THEREFOR. FOR SUCH PURPOSES, ANY SUCH LEGISLATIVE  
PROVISION SHALL CONTINUE IN FULL FORCE NOTWITHSTANDING ITS REPEAL  
FOR THE PURPOSE OF REVISION AND CODIFICATION.

SECTION 3. SHOULD ANY SECTION, CLAUSE OR PHRASE OF THIS ORDINANCE BE  
DECLARED TO BE INVALID, THE SAME SHALL NOT AFFECT THE VALIDITY OF THE  
ORDINANCE AS A WHOLE, OR ANY PART OTHER THAN THE PART SO DECLARED  
TO BE INVALID.

SECTION 4. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH  
ANY OF THE PROVISIONS OF THIS ORDINANCE ARE HEREBY REPEALED.

SECTION 5. THIS ORDINANCE SHALL AUTOMATICALLY EXPIRE TEN YEARS FROM  
THE DATE OF READOPTION.

SECTION 6. THIS ORDINANCE SHALL TAKE EFFECT ON THE 30<sup>TH</sup> DAY AFTER  
ENACTMENT UNLESS GIVEN IMMEDIATE EFFECT BY CITY COUNCIL.

## **INTRODUCTION OF ORDINANCE**

Council Member Spadafore introduced:

An ordinance of the City of Lansing, Michigan, for the purpose of re-adopting the codified ordinances of the City of Lansing.

The Ordinance is referred to the Committee of the Whole

### **RESOLUTION SETTING PUBLIC HEARING BY CITY COUNCIL**

Resolved, by the City Council of the City of Lansing that a public hearing be set for Monday, May 20, 2019 at 7 p.m. in City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, for the purpose of re-adopting the codified ordinances of the City of Lansing.

Interested Persons are invited to attend this Public Hearing