



MINUTES
Committee of the Whole
Monday, April 27, 2020 @ 5:00 p.m.
Zoom Meeting
<https://zoom.us/j/380551239>
Meeting ID: 380 551 239

CALL TO ORDER

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

PRESENT- via audio/video

Councilmember Peter Spadafore
Councilmember Adam Hussain
Councilmember Carol Wood
Councilmember Patricia Spitzley
Councilmember Kathie Dunbar
Councilmember Brandon Betz
Councilmember Jeremy Garza
Councilmember Brian T. Jackson- left the meeting at 5:04 p.m. and returned at 5:49 p.m.

OTHERS PRESENT- via audio/video

Sherrie Boak, Council Staff
Mayor Schor
Jim Smiertka, City Attorney
Doug Fleming, LHC
Ryan Robinson, LHC
Samantha Harkins, Deputy Mayor
Shelbi Frayer, Chief Strategy Officer
Jack Brower, Budget Director
Lisa Hagen, Assistant City Attorney

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM MARCH 16. 2020 AS PRESENTED.
Council Member Jackson left the meeting.
ROLL CALL VOTE 7-0.

Public Comment

No Public Comment

Presentations

Lansing Housing Commission 2019 Annual Reports- Executive Director Doug Fleming

Mr. Robinson and Mr. Fleming were present in the meeting providing a presentation on the LHC. This included details on their property portfolio, their framework over the last couple years, training, capital planning, compliance, culture and strategy. This document was also included in the Committee packet. Mr. Fleming spoke on the transition from a HUD to a standard performer public housing, their work on finding ways, via survey, to improve including broadening programs, integrated programming, on-site services, and conducting their Summer Spectacular. The LHC has addressed a focus on operational improvements with their work orders, and dedicated investment in infrastructure at all sites. Some of those investments he highlighted were asphalt and concrete work, high efficiency boilers, renovated elevators, landscaping, renovate kitchens and bathrooms at LaRoy Froh, and roofs at other locations. Regarding the RAD program, Mr. Fleming spoke on the projects for Mount Vernon and South Washington in phase 1, and phase 2 Hildebrandt and LaRoy Froh.

Council Member Garza inquired if bids had been placed for the work and if so what that process was. Mr. Fleming clarified they are still working on the architectural drawings, and once that is done they hope to be going out in 30 days for general contractor. Council Member Garza then inquired into the cost of upgrades to the furnaces and if it was local contractors. Mr. Fleming stated it was through consumers energy program on a rebate program, and they utilized the contractor that had the rebate did the work. Council Member Wood referred to slide 11 and the project vouchers to two local developments; asking who those were. Mr. Fleming confirmed that with Walter French, they came to them through a Capital Area Housing Project (8-9 vouchers) and the other was based in East Lansing. Council Member Wood asked if all outstanding issued had been addressed at the properties from Code Compliance. Mr. Fleming confirmed that any in the four (4) main facilities were done in 2019 and are on a 2 year renewal inspection for 2021. The scattered sites are more complicated and based on the rental certificate, and so are rolling and happening all the time. He continues to work with EDP. Council Member Wood asked if all the invoices were paid on those, and Mr. Fleming confirmed. Council Member Wood asked about the funding value that was being divided between the City and LHC, at which Mr. Fleming stated he would have to check with his housing voucher coordinator, but will provide that. Mr. Fleming did not that every grant has an admin fee and there was an agreement in the past that the fee would be shared with the City. Council Member Wood asked for that figure also. She then asked how LHC was addressing the COVID 19 requirements in the units. Mr. Fleming outlined their maintenance practices, essential employees, cleaning when people move out and in, and scheduling appointments for residents. Regarding residents with income status changes, Mr. Fleming stated they are working with the residents on revaluations and currently have done 100 certificates to represent the new income to their rent. Council Member Wood asked if the LHC has reached out to BWL for a rebate program similar to what he spoke about earlier with Consumers, and Mr. Fleming assured the Committee that he has constant communications with BWL, however their program was not a part of the high efficiency program. In regards to the RAD program, he confirmed they are coordinating with BWL on all the lighting and electrical and have also begun discussions on solar panels at S. Washington. Council Member Wood asked if they knew the longest tenant at the scattered housing, and Mr. Fleming acknowledged he did not have that information. Council Member Wood referred to the Audit document, noting there were comments on deficiencies. Mr. Fleming explained that deficiencies stay on for 2 year, so there are currently none, however those listed were carry overs from 2 years ago, so they would go away in 2021. Council Member Betz noted that New York recently switched to a RAD program and they worked on tenant safety programs, and asked how LHC was going to work with the tenant community to make sure they are comfortable with this and ensure protection for tenant needs are in place. Mr. Fleming stated that there was a 3rd party consultant hired to make sure all resident's requirements that are part of RAD are being met. With the all RAD programs, no one will be relocated off site and

Mr. Fleming confirmed they have hired a coordinator to work with tenants and complete a survey with the tenants on the project move.

Discussion/Action:

RESOLUTION – Introduction & Set Public Hearing; Ordinance Amendment Chapter 260, Section 260.05; Allowing Ownership in Lansing Housing Commission Name

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR MAY 11, 2020 FOR THE ORDINANCE AMENDMENTS TO CHAPTER 260.

Mr. Smiertka outlined the changes to the ordinance which included the general State statute that applies to housing. The ordinance will allow the transfer of all LHC properties to the LHC making them independent. They will still be required to hold the City as additionally insured on the liability insurance, however these changes will now allow all real property in the name of LHC, allow them sole authority on rules of procedures. Lastly, Mr. Smiertka confirmed that the reporting function to the City is still in place. Council Member Spitzley added to the overview that the ordinance originated with the Committee on Development & Planning and just covered the transfer of property, however it was discussed at that time to address all the other items in the ordinance to make it up to date and applicable. Council Member Wood asked why the City would still be listed as on the insurance, and Mr. Smiertka confirmed that this would allow the City to be covered by an past or future events based on any assistance they give LHC. Council Member Wood then noted past changes in the ordinance that were made to address employees leaving employment, and asked if these proposed changes will affect the Charter, and Mr. Smiertka confirmed it would, and they would no longer be under that charter provision. He added to the explanation on the insurance, that if the City still has an interest in the property, insurance will cover it, if the City no longer have an interest in the property they would not. Council Member Wood asked the OCA to look at it before adoption. Mr. Smiertka noted that because there are scattered locations, it may take time for the transfer of the properties, so there may be a time where insurance is necessary. Council Member Dunbar asked if the homes owned by One Church One Family could be rolled into this transition housing with LHC. Mr. Smiertka stated those are in court receivership, and the City has no say in it currently, but it could be brought up in a future discussion with the receiver.

MOTION CARRIED WITH ROLL CALL 8-0.

RESOLUTION – Reappointment; Cassandra L. Nelson; At Large Member Historic District Commission; Term to Expire June 30, 2022

Council President Spadafore explained Ms. Nelson was a reappointment to the Board.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR REAPPOINTMENT FO CASSANDRA NELSON TO THE HISTORIC DISTRICT BOARD.

MOTION CARRIED WITH ROLL CALL 8-0.

RESOLUTION – Reappointment of Monica Jahner, Ingham County/City of Lansing Community Corrections Advisory Board Member; Term to Expire September 17, 2020

Council President Spadafore confirmed the County submitted their letter of reappointment and this action was for reappointment from the City.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION TO REAPPOINT MONICA JAHNER TO THE COMMUNITY CORRECTIONS ADVISORY BOARD. MOTION CARRIED WITH ROLL CALL 8-0.

RESOLUTION – Appointment of Mike Dombrowski; 1st Ward Member; Park Board; Term to Expire June 30, 2021 (currently At- Large Member; term expire 6/30/2020)

Council President Spadafore noted that Mr. Dombrowski currently sits on the Park Board, however with the recent relocation of Ms. Whitfield to the 4th Ward position, he would be moving from the At Large position to the 1st Ward.

MOTION BY COUNCIL MEMBER BETZ TO APPROVE THE RESOLUTION OF APPOINTMENT OF MIKE DOMBROWSKI TO THE 1ST WARD MEMBER OF THE PARK BOARD. MOTION CARRIED WITH ROLL CALL 8-0.

RESOLUTION – Appointment of Kimberly Whitfield; 4th Ward Member; Park Board; Term to Expire June 30, 2024 (currently 1st Ward, moved to 4th Ward; term expires 6/30/2021)

Council President Spadafore clarified the Ms. Whitfield recently moved from the 1st Ward to the 4th Ward, so was filling the 4th Ward vacancy on the Park Board.

MOTION BY COUNCIL MEMBER JACKSON TO APPROVE THE RESOLUTION TO APPOINT MS. WHITFIELD FROM THE 1ST WARD MEMBER TO THE 4TH WARD MEMBER OF THE PARK BOARD. MOTION CARRIED WITH ROLL CALL 8-0.

RESOLUTION – 11th Amendment to the Amended and Restated Real Estate Purchase and Development Agreement; RE: Red Cedar Development/Continental/Ferguson Lansing, LLC

Council President Spadafore recapped that at the last Council meeting there was a robust discussion and presentation on the 11th amendment, and asked for any additional questions from Council. There were no additional questions.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE 11TH AMENDMENT TO THE REAL ESTATE PURCHASE AND DEVELOPMENT AGREEMENT FOR RED CEDAR/CONTINENTAL.FERGUSON LANSING, LLC. MOTION CARRIED WITH ROLL CALL 7-1.

RESOLUTION – Set Public Hearing; Noise Waiver, E.T. MacKenzie Company; RE: Underground Utility Improvements on Forest Road Right of Way

Council President Spadafore noted that the resolution would be to set the public hearing for May 11th, and that the department had already sent out the post cards stating this hearing date.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR THE NOISE WAIVER FOR UNDERGROUND UTILITY WORK ON THE FOREST RIGHT OF WAY, FOR MAY 11, 2020.

Council Member Wood stated to the Committee that she had received calls from residents with concerns that there were trees being removed, and now with the underground work they were concerned there will be more. She asked that the department be prepared to answer questions at the public hearing on preservation and replanting of the trees.

Council President Spadafore stated he would make sure the department and or the applicant were present at the public hearing to answer any questions. Ms. Harkins added she would make sure Mr. Kilpatrick is at the hearing. Council Member Wood asked for information be provided to Council Members before the meeting so they will have at with them. Ms. Harkins concurred.

MOTION CARRIED WITH ROLL CALL 8-0.

DISCUSSION – FY 2020/2021 Budget –Continued Discussion/Q & A

Ms. Frayer and Mr. Brower were present to continue the budget discussion. Mr. Brower went through the budget and addressed the questions from the last meeting April 13, 2020:

- Q: Council Member Wood: Police: with the addition of 3 new police officers—provide breakdown as to what that will cost as part of the budget and how many potential retirees we may have for this budget?

- o A: The cost of 3 new police officers will be found in the police budget, the 3251. If you are looking at the line item detail it is 708000 for overtime. Salary combined would be \$160,000, fringes: \$60,000, net benefits: \$88,000 for a total of \$302,000. There is about a \$400,000 reduction in overtime overall.
 - o A (regarding retirees):
- Q: Council Member Wood: Provide updated projection from BWL regarding projected loss in gross revenues?
 - o A: Shelbi: BWL committed to 23M in fixed rate, so there will be no going back or change for this fiscal year. Built in an increase to 25M the next two years.
 - o Since this is a fixed rate, the 23.1M committed for this fiscal year and 25M for two subsequent fiscal years, this projection from BWL will not change.
- Q: Council Member Betz: What about estimation of reduction in income tax revenue?
 - o A: Hard to predict at this stage, since no end date. However, once an end date is determined, can model out what was received last year and compare it to this year in order to do projections.
 - o A: To date, as of March 31, 2020, we have received 23.2M in income tax representing approximately 60% of year to date expectations. This is in line with what we'd expect to receive at this point. However, based on extension of filing deadline, approximately 22-25% of revenues may be pushed to subsequent fiscal years. Looking into details of this further.
 - o Council Member Betz asked for a projection through May for Council to consider. General projections given below:
 - Jake indicated that May-June City typically receives 40% of income tax.
 - Reduction by 15% in Income Tax revenue is 5.8 million. If revenue sharing down 15%, so 3 million.
 - Shelbi provided and presented a budget analysis estimate with considerations given for lost revenue related to COVID.
- Q: Council Member Wood: Can we be tracking unemployment numbers for Lansing?
 - o A: We do not receive those statistics, but they are available through the Michigan Labor Market Information Bureau, up to date through March 2020 with preliminary figures, so far, there is nothing clear in their data that goes beyond the onset of this crises where we would start to see impact. Over the next couple of months we can continue to track those figures and incorporate them into the analysis.

Ms. Frayer presented a "After Covid" spreadsheet dated April 22, 2020 (included in packet) outlining the proposed budget, COVID Budget with 2 months loss of revenue and COVID Budget with 3 months loss of revenue.

The Committee asked additional questions:

- Q Council Member Wood: Looking at police overtime and 3 new officers. Police overtime is normally not because there are less police officers but because there are crimes/issues that come up where we need more officers on the road. When looking at reduction in overtime, what has Chief's information been regarding overtime related to staffing issues and/or overtime relating to crime?
 - o A: Overtime for road patrol is currently about 6.5 FTE. Discussion with Chief about maximizing the schedule to have more bodies out at one time while decreasing overtime. Not sure what specifically overtime was related to. Chief agreed that additional 3 officers on patrol will be helpful in reducing overall overtime.

- o Q: Council Member Wood asked for statistics to that effect. Council Member Wood and indicated that she would provide information/specific questions to Shelbi.
- Q Council Member Wood: We have not heard about costs because of COVID-19. How much has the City spent?
 - o A: Can get a listing of what has been spent from the Emergency Management Team. All expenses/purchases have been tracked.
 - o Q Council Member Wood also asked for listing/analysis of what is going to be spent once we reopen. In addition, would like to see costs as related to changes to 54A District Court.
- Q Council Member Wood: The fire department at Public Safety Committee meeting articulated need for equipment: Ladder trucks, defibrillators etc. This equipment was not listed in the budget presented. What is the rationale for why those items were not included?
 - o A: Rationale will be provided at a follow up meeting. In addition, Jake worked with Fire to get some updates/preliminary revisions to their budget, which included additional equipment. This will be presented in the coming weeks.
- Q Council Member Jackson: Are these two new columns (estimates regarding two or three months lost revenue) included in the current budget?
 - o A: No, but the budget can be changed. The budget as presented did not include anything related to COVID-19.

The discussion on the budget will continue at the May 4, 2020 Committee meeting.

RESOLUTION – Funding Application: Local Bridge Program for FY 2023

Council President Spadafore removed the item from the agenda, moving it to the May 4th Committee and Council meeting. He noted that the Public Service Director had confirmed the document deadline had been moved to June 1, 2020.

RESOLUTION – Donation Acceptance & Budget Transfer of \$1,000 Distributed to LPD and LFD for meals and refreshments

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR A \$1,000 DONATION.

Council Member Wood asked who wrote the resolution and why it was so “wordy”. All other resolutions for appropriations only specify the funding allocation. Mr. Smiertka confirmed the OCA wrote the resolution, and this was a donation and it notes what it is to be used for. He added that Council needs to act in resolution on acceptance of a donation and appropriation. Council Member Spitzley noted she was pleased with the donation, but concerned that other companies and people have donated to the City departments in the past anonymously, and now Council is doing a resolution highlighting a particular person. Council President Spadafore stated the Charter requires a resolution be done for certain amounts, and Council Member Spitzley confirmed she understood the Charter, but questioned why a resolution or this amount. Council Member Wood added that the City has taken donations in the past for fireworks and other department more than \$1,000 with no resolution, so she needed to understand why this was so different. Mr. Smiertka stated that if people donate to the City it has be accepted, and in this situation a person wants to give funds and therefore the City has to formally accept it.

MOTION CARRIED WITH ROLL CALL 8-0.

Adjourn

The meeting adjourned at 7:03 p.m.

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

Approved by the Committee on May 4, 2020