



## **AGENDA**

**Committee on Intergovernmental Relations  
Wednesday, February 27, 2019 @ 8:30 p.m.  
Council Conference Room, City Hall 10<sup>th</sup> Floor**

Council Member Brian T. Jackson, Chair  
Council Member Jeremy Garza, Vice Chair  
Council Member Kathie Dunbar, Member

**1. Call to Order**

**2. Public Comment**

**3. Approval of Minutes**

February 13, 2019

**4. Discussion/Action:**

A.) **RESOLUTION** – City of Lansing Climate Action Planning Project

**5. Other**

**6. Adjourn**



DRAFT



## MINUTES

**Committee on Intergovernmental Relations  
Wednesday, February 13, 2019 @ 8:30 a.m.  
Council Conference Room, City Hall**

### **CALL TO ORDER**

The meeting was called to order at 8:30 a.m.

### **ROLL CALL**

Council Member Brian T. Jackson, Chairperson  
Council Member Jeremy Garza, Vice Chairperson  
Councilmember Kathie Dunbar, Member – arrived at 8:39 a.m.

### **OTHERS PRESENT**

LaSondra Crenshaw, Council Staff  
Joe Abood, Assistant City Attorney  
Turney Gratz, Citizen  
Marshall Clabeaux, Citizen  
Scott Murto, Citizen  
Nathan Jemison, Citizen  
Jerren Osmar, Citizen  
Anna Fisher, Citizen

### **PUBLIC COMMENT ON AGENDA ITEMS**

No Public Comment

### **Introductions**

### **MINUTES**

No minutes from 2018 to approve.

### **DISCUSSION**

#### **PLACE ON FILE – Tri-County Regional Planning Commission Audit Fiscal Year 2018**

Council Member Jackson stated that the job of Tri-County Regional Planning Commission is an organization that serves as a regional authority with official's from Ingham, Eaton, and Clinton Counties to develop regional projects and disburse Federal and other funds.

MOTION BY COUNCIL MEMBER GARZA TO PLACE ON FILE THE TRI-COUNTY REGIONAL PLANNING COMMISSION AUDIT FISCAL YEAR 2018. MOTION PASSED 2-0

## DRAFT

### **Climate Action Plan Update/Discussion**

Council Member Jackson stated he felt climate action is important to everyone and deferred to Council Member Dunbar to speak regarding the subcommittee's climate action plan. His vision was to have at least the City of Lansing come together with mitigating items that can control lowering the emissions and become a greener City. Council Member Jackson also suggested that currently the City fleet vehicles are kept running even when they are not inside the vehicle, so that could possibly be one thing to address.

Council Member Garza agreed regarding the City fleet vehicles and suggested asking them to come to a meeting to discuss lowering emissions. He also suggested inviting CATA & BWL in to discuss their plans for the future.

Council Member Dunbar informed the Committee that last year there were a group of people that met and they found they did not have a baseline for anything. They attempted to get City data and met with the City IT Department. She also stated that water, steam, gas, electric, and fuel for fleet is tracked differently. Council Member Dunbar then confirmed that the Mayor agreed that he would contract with an agency and he would like to split the cost with the City Council. The Committee then discussed possibly hiring someone to get the needed information and meet with department heads.

Mr. Clabeaux spoke in support of a need to act now because he believed it was urgent, and he would be excited to start talking but added that he believe they need action.

Mr. Murto spoke on the deep adaptation helping climate change.

Mr. Osmar stated he felts BWL seemed to be the biggest pressure point.

Ms. Fisher spoke in support of the need to have dedicated funds in the budget for a person who can oversee the effort, but adding that in her opinion this group currently does not have the expertise to create an action plan, stating that she believed the City of Lansing was already behind other Cities as they already have a climate action plan. Lastly, Ms. Fisher asked what can be done to encourage people to change their light bulbs to LED and ban the use of plastic bags.

Council Member Dunbar asked that Council staff provide her with an example resolution authorizing expenditure.

Council Member Jackson asked the group to come to the next meeting with ideas regarding the climate action plan.

The next meeting was set for February 27, 2019.

Adjourned at 9:40 a.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant  
Lansing City Council

Approved \_\_\_\_\_

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## Commons Logic, LLC

Sustainability & Organizational Change Consultant  
3162 Hamlet Circle - East Lansing, MI 48823 ann@commonslogic.com  
616-889-5977

# City of Lansing Climate Action Planning Project

January 1, 2019 v.1

## OVERVIEW PHASE I - Data Collection, Discovery, and Draft Plan

The City of Lansing "Client" supports the development a Climate Action Plan which is supported by both the City Council and the Mayor's Office. While the City would like to engage the residents and community in the process, it has decided that the first phase of plan development should focus on the City's infrastructure and operations. Future phases of the project will include the opportunity for the community to review and comment on the operational plan as well as begin expansion of the plan to community sustainability.

It is the expectation of City leadership that the plan will be finalized and cued for implementation to begin by the fall of 2019.

## Benefits of Sustainability and Climate Action

- Reduced and avoided risk for municipality.
- Reduced and/or avoided costs.
- Improved health and wellness of community: air and water quality, public safety, community engagement in sustainable growth, etc.
- Improved efficiency and effectiveness of workforce through engagement and culture change efforts, a more engaged workforce is more productive.
- Improved water efficiency leaves more water is natural watershed.
- Becoming more energy efficient can reduce cost and will reduce carbon impact.
- Recycling and reuse programs relieve pressure on landfills and reduce costs.
- Infrastructure improvements and constructing/remodeling buildings and spaces with sustainable practices and materials preserves land, provides numerous environmental and economic benefits.

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## PROJECT SCOPE & SPECIFICATIONS (Continued)

### Part I – Background Review and Goals

Consultant will meet with City staff to discuss and finalize goals and objectives, confirm project schedule and identify data needs and availability.

Tasks:

- Identify and convene internal project team.
- Assign primary City liaison/contact for project.
- Assign roles within in project team.
- Finalize project scope and map process, resources, and key individuals to ensure project meets deadline.
- Schedule regular project team meetings (in person or via Skype).

Meeting(s):

- Project kick-off meeting

Deliverable(s):

- Meeting minutes and final list of existing documents/date to review

### Part II - Data Collection & Analysis

Develop a clear picture of where the City is now, measured in terms of the key performance indicators to be used to quantify plan implementation success.

Tasks:

- Map sources and collect current data sets. Data required will be determined by the selection of standardized framework.
- Draft data map defining data assets and completing data requirements for a standardized framework (GHG Protocol, CDP, EPA, GRI, etc.). Recommendation to be provided based on data characteristics and client vision.
- Contact and/or meet with City department managers and other designated sources of data and information.
- Create gap analysis for data needs, identify data available and compare to data required to achieve future phases of the plan based on framework.
- Establish baseline: baseline year to indicate the City's current level of performance in order to identify trends and benchmark against peers.

Meeting(s):

- Meet with City and/or utility staff as necessary to collect data

Deliverable(s):

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## PROJECT SCOPE & SPECIFICATIONS (Continued)

- GHG map with baseline data

### Part III - Inventory & Assess Current Sustainability Projects

Implement a series of short assessments to determine current level of program maturity. This will include interviews with key administrative personnel and departmental staff to determine sustainability projects/activities already in action and the corresponding level of impact. Value of this step is assessing internal change management and communication needs for success of plan.

#### Tasks:

- Identify and evaluate organizational governance
- Assess current sustainability initiatives
- Survey/assess employee attitudes and understanding

#### Meeting(s):

- One or more meetings/interviews with key staff.

#### Deliverables:

- Memo documenting outcomes of assessments and recommendations of changes needed for success of plan implementation

### Part IV- Funding and Implementation Assistance Sources

Identify potential funding sources to assist with implementation and /or evaluation of plan progress

#### Tasks:

- Research grants and other funding sources for climate plan implementation from such sources as GLISA, Bloomberg, Rockefeller Foundation, etc.
- Identify opportunities to partner with local and regional stakeholders; Michigan State University, Michigan Energy Options, Michigan Environmental Council, State of Michigan, Lansing Board of Water and Light, local businesses, nonprofits and other organizational associations.

#### Meetings:

- As needed

#### Deliverables:

- Provide summary of findings and recommendations

### Part V- Short-Term Goal Setting

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## PROJECT SCOPE & SPECIFICATIONS (Continued)

Based on baseline established evaluation of existing programs and initiatives, develop short term goals for reducing GHG.

Tasks:

- Identify "low hanging fruit" opportunities for immediate implementation.
- Compile feedback from internal stakeholders (City Departments, etc.).

Meeting(s):

- Visioning sessions with various stakeholder groups identified by City.

Deliverables:

- Memo documenting findings and recommendations for short-term goals.

### Part VI- Climate Action Plan

Develop Climate Action Plan that establishes a GHG baseline, sources to assist in implementing and monitoring the plan, short term goals and other recommendations.

Tasks:

- Prepare Draft Plan
- Meeting with Council and other stakeholder groups to develop draft plan
- Finalize plan

Meeting(s):

- Present draft plan to the City (administration and Council)
- Present final plan

Deliverables:

- Draft report for review
- Final report summarizing all data, findings and recommended next steps for implementation and subsequent phases.

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## Commons Logic,LLC

Sustainability & Organizational Change Consultant  
3162 Hamlet Circle - East Lansing, MI 48823  
ann@commonslogic.com  
616-889-5977

# City of Lansing: Climate Action Planning Project

January 1, 2019 v.1

## PROPOSAL FOR PHASE I CONSULTING SERVICES

### Schedule and Resources

#### Project Timeline

•Note that multiple project activities will be active at the same time.  
"Timeline is an estimate and will fluctuate based on date of signed agreement with Client.

- Complete Part I - Project Launch – March 1, 2019
- Complete Part II- Data Collection and Analysis- April 15 30, 2019
- Complete Part III -Assess Current Sustainability Projects – April 15, 2019
- Complete Part IV- Discovery and Funding Sources- June 15, 2019
- Complete Part V- Setting Short-Term Goals – August 30, 2019
- Complete Part VI - Final Draft of Climate Action Plan for Approval – September 1, 2019

#### Resources Requested

Based on the estimated number of hours required, level of engagement, and value contribution, total consulting stipend for completion of PHASE I is \$12,975.00 USD.

Commons Logic requires a 50% deposit (\$6,487.50) on the project due upon signing the agreement.

The balance is payable upon receipt of and completion of outlined objectives.

Successful completion of Phase I will also require access to various sources of data and cooperation from several City departments. The project will also require a moderate level of participation and time allocation from City employees. The specific data sets and sources have yet to be determined, but success will be dependent upon the participation and timely contributions from municipal operations, billing/accounting, vendors, and other stakeholders.

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## Agreement for Consulting Services

By signing this proposal, the parties below agree to the terms and timeline outlined in the above proposal. The project timeline will begin on the date of the first meeting.

Proposal for Services Accepted by City of Lansing

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Andy Schor, Mayor

Date

Acknowledged by "Consultant\*":

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Signature

Date

ANN ERHARDT

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Print name

Chief Consultant, COMMONS LOGIC,LLC

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Title & Organization

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## Our Commitment

Commons Logic, LLC commits to the following project management approach and guarantees Client confidentiality in all matters. We will:

### **Communicate Effectively with Strong Project Management**

- Regular team calls, bi-weekly progress reports, working sessions with City, and meeting summaries and action items

### **Provide Quality Assurance and Quality Control**

- Adhere to established business procedures.
- Multi-tier quality control system that includes in-house editor, review by principals, and subject matter experts as needed.
- Plan verification and schedule compliance.
- Ensure the integration of goals of the project and verify the accuracy and consistency of project deliverables.
- Comply with all City policies, standards, and procedures. Where work might come into conflict, Consultant will always defer to City for verification.

### **Meet Timelines and Budget Management**

- Open lines of communication between the Consultant and the City on all timeline and budget issues that may arise during course of project.
- Striving to produce a project that exceeds the expectations of the City within established budgets and schedules.

**Thank you for your partnership!**

Best regards,

*Ann Erhardt*

Ann Erhardt Commons  
Logic, LLC  
[ann@commonslogic.com](mailto:ann@commonslogic.com)  
616-889-5977

BY THE COMMITTEE ON INTERGOVERNMENTAL RELATIONS  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the following FY2018/2019 transfer be approved:

\$2,500.00 from City Council Temporary Help-Contractual	1012101.743050
\$2,500.00 from City Council Equipment	1012101-977000
\$5,000.00 to Public Service Contractual Services	1014603.743000

WHEREAS, to provide funds towards Phase 1 of the City of Lansing Climate Action Planning Project. With the assistance of Commons Logics, LLC the following items will be performed under Phase 1:

- The Phase 1 will focus on the City's infrastructure and operations. This will include meetings with City staff to finalize goals, objectives, identify data needs and availability and confirm the project schedule. This project scope will include data collection and analysis creating a gap analysis for data needs, identify data available and compare data required to achieve future phases; and
- The assessments in this phase will determine sustainability of projects/activities already in action and the corresponding level of impact. This will allow the assessment of internal change management and communication needs for the plan. The plan will identify potential funding sources to assist with implementation and evaluation of the plan progress; and
- The Climate Action Planning Project will identify opportunities for immediate implementation, set short term goals, and develop the Climate Action Plan to establish a GHG baseline, sources to assist in implementing and monitoring the plan, short term
- goals and other recommendations.

NOW THEREFORE BE IT RESOLVED, the City of Lansing City Council will authorize a transfer of \$2,500 from City Council Temporary Help-Contractual and \$2,500 from City Council Equipment to Public Service Contractual Services for the Phase 1 of the Lansing Climate Action Planning Project.

BE IT FURTHER RESOLVED, the contractor, Commons Logics, LLC through the Committee on Intergovernmental Relations will provide the deliverables to include the final report summarizing all data, findings and recommended next steps for implementation and subsequent phases no later than October 1, 2019.