



AGENDA
Committee on Ways and Means
Thursday, June 14, 2018 @ 8:00 a.m.
Council Conference Room, City Hall

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair
Councilmember Carol Wood, Member

1. Call to Order

2. Minutes

- May 10, 2018
- May 14, 2018

3. Public Comment on Agenda Items

4. Discussion/Action:

A.) RESOLUTION - Budget Transfer; Emergency Shelter Grant Program

B.) RESOLUTION - Housing and Urban Development (HUD), 2017 Continuum of Care Homeless Assistance Programs Notice of Funding Availability (NOFA).

C.) RESOLUTION - Grant Funds Acceptance of Friends of Lansing Regional Trails

D.) RESOLUTION -Appropriation of Public Act 302 LPD Training Allotment.

5. Pending

6. Other

7. Adjourn



DATE June 14, 2018

Please print

[illegible]



MINUTES
Committee on Ways and Means
Thursday, May 10, 2018 @ 8:00 a.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 8:00 a.m.

ROLL CALL

Council Member Jody Washington, Chair

Council Member Kathie Dunbar, Vice Chairperson – arrived at 8:02

Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Staff

Eric Brewer, Council Internal Auditor

Brian McGrain, Economic Development & Planning Director

Denis Prisk, LPD

Joseph Abood, Chief Deputy City Attorney- arrived at 8:05 a.m.

Jim Smiertka, City Attorney – arrived at 8:05 a.m.

Greg Venker, Assistant City Attorney

Lisa Hagen, Assistant City Attorney

Minutes

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM MARCH 22, 2018 AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM APRIL 26, 2018 AS PRESENTED. MOTION CARRIED 3-0.

Public Comment

No public comment at this time.

Discussion/Action

Sole Source Purchase; Economic Development & Planning request for Edge Partnerships to be the vendor for Parking Services Office Branding, Public Relations & Marketing Services

Mr. McGrain informed the Committee that Edge Partnerships has had a working relationship with the City for years and have had contracts for branding. This agreement would be up to \$20,000, and the department has been directed to be cognoscenti of the work since the Mayor is also working on City branding so there should be no duplication. This work will be a

continuation of their other work. Council Member Wood asked if this would be an add-on to a current purchase order on file. Mr. Venker stated he reviewed the contract and it did not reference any purchase order or previous agreement, so he was not aware of any open purchase order that this would be added to.

MOTION BY COUNCIL MEMBER WOOD TO RECEIVE AND PLACE ON FILE. MOTION CARRIED 3-0.

RESOLUTION – Appointment; Tricia G. Kinley; Member of the Income Tax Board of Review; Term to Expire June 30, 2022

Council Member Washington read the application and informed all present that Ms. Kinley cannot attend a Thursday meeting because she has a standing meeting with the Governor. She continued that because of that she saw no reason the Committee couldn't review the application and make a motion without her present. Council Member Wood was not in support of taking any action without the applicant being present. Council Member Washington asked Council staff to contact Ms. Kinley to see if she can attend a special committee meeting on Monday, May 14, 2018 @ 5:15 p.m.

Sole Source Purchase; LPD request for NC4 Public Sector LLC – NC4 Street Smart Software Real Time Software

Mr. Prisk stated the purchase was approved in March by Council but he was asked to bring back information on the company. He provided detail including the fact the company had been in existence prior to 911, they have many platforms and under each category more platforms. Other states that utilize their services include Georgia, Delaware and Florida, and additional references can be found on their website. The company is currently expanding, and the LPD chose them because they have the experience and the software is being used by multiple municipalities. Council Member Wood asked what the maintenance and support cost would be for the 1-3 year they note on their agreement. Mr. Prisk stated that the license fees are for year 1-2 at \$30,430 annually, and the management services after that for a three (3) year total which is covered by the grant. Council Member Wood then asked about the ongoing maintenance costs. Mr. Prisk noted again it is \$30,430 annually but would validate what is after the 3 years. Council Member Wood then inquired into if IT had looked at the security of the company, program and platforms. Mr. Prisk did state that IT had gone through it but he did not have any information from them on it. Council Member Wood asked for information on what City information is being stored on their platforms and what is that security. Council Member Dunbar pointed out to Mr. Prisk and Law that the agreement they submitted specifically states the information is hosted on their platform and they will need to release data. Council Member Wood again asked for confirmation on their security and assurance. Council Member Washington asked if the Committee desired to hold on any acceptance until there is more information, but Council Member Wood stated she had no problem receiving at this time. Mr. Prisk stated he would follow up with all the information and answers to the questions in an email to Council Staff. Council Member Dunbar referred to the document again, asking for the details on the perpetual license that is noted in the agreement.

Council Member Wood asked Law what they do to secure the security of information when the information is being stored on other platforms. Mr. Abood stated they review each one on merit and question the enforcement on the City to be protected before they approve. At this time he stated they do not see concerns and would likely approve the contract to form. Council Member Wood then asked Mr. Smiertka for information on what the clearance from IT is on the data on other platforms, and where there is the potential of information being captured. Mr. Smiertka noted that Software Licenses and IT Licenses are difficult to deal with. For security purposes,

Council has to rely on the IT Manager. He will however take note to look for provisions to protect the City.

Mr. Prisk brought to the Committee's attention that currently in the process of referrals, resolutions and contracts in the data base program all departments now use (Laserfiche) the IT Department is not included in review of contracts. He has initiated a conversation with the Clerk's office asking that IT review and have access in the informational process.

Council Member Dunbar pointed out to Mr. Prisk that he should research the portion of the agreement that states the City only gets one copy and only for backup, in addition it states in the agreement that they do not pay for disaster back up and the City has to pay. Mr. Prisk assured the Committee he will get them the IT review.

MOTION BY COUNCIL MEMBER WOOD TO RECEIVE AND PLACE ON FILE. MOTION CARRIED 3-0.

RESOLUTION - Claim Settlement; Workers Compensation Claim #WC2062876-00867

Mr. Abood detailed the claim and noted that the doctor related the injury and re-injury to the employment. The settlement he noted was redemption of any and all claims and will close the file. Mr. Abood continued by stating that the claimant did not return to the job and will not, they were not offered another job because of the doctor's restrictions. The claimant is in the retirement and entitled to benefits through that. Council Member Wood asked if the claimant could go out under full retirement or on duty disability. Mr. Abood stated it is not duty disability but full redemption. Council Member Wood then asked if the claimant would have to pay taxes on the settlement and was told this was not a taxable event for the employee.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE WORKERS COMPENSATION CLAIM #WC2062876-00867. MOTION CARRIED 3-0.

OTHER

No other topics of discussion.

ADJOURN

Adjourn at 8:24 a.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____



MINUTES
Committee on Ways and Means
Monday, May 14, 2018 @ 5:15 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 5:15 p.m.

ROLL CALL

Council Member Jody Washington, Chair
Council Member Kathie Dunbar, Vice Chairperson- absent
Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Tricia Kinley
Tammy Good, City Treasurer
Lisa Hagen, Assistant City Attorney
Elaine Womboldt
Kathy Miles
Eric Brewer, Council Internal Auditor
Jim Smiertka, City Attorney -arrived at 5:19 p.m.

Public Comment

No public comment at this time.

Discussion/Action

RESOLUTION – Appointment; Tricia G. Kinley; Member of the Income Tax Board of Review; Term to Expire June 30, 2022

Ms. Kinley noted even though she is not a CPA or attorney, she has 20 years of background experience as a lobbyist for the Michigan Chamber of Commerce focusing on tax issues and tax policy. Council Member Wood confirmed the position is a citizen position. Ms. Kinley continued outlining her goals of continued community service, volunteering and a strong interest in taxes. Ms. Good informed the Committee that the Board has three members, and this position would fill the last vacancy. Currently they are not scheduled to meet, however with the uptick in enforcement the Board needs to be in place. Ms. Kinley asked if the City sees disputes for non-residents or residents, and was informed that it is both.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE APPOINTMENT OF TRICIA KINLEY TO THE INCOME TAX BOARD OF REVIEW.

Ms. Miles and Ms. Womboldt spoke in support of the appointment.

MOTION CARRIED 2-0.

OTHER

No other topics of discussion.

ADJOURN

Adjourn at 5:23 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

BE IT RESOLVED that the Lansing City Council, hereby approves the following budget transfer for Emergency Shelter Grant Program qualified programs, including Eve Inc. \$28,000; Haven House \$11,000; Loaves and Fishes \$28,500; VOA Shelter \$44,266; Gateway Services \$21,000; Legal Services \$34,000

General Fund:

\$88,500.00 from City Match –Emergency Services	101.833730.960264.0
\$78,266.00 from ESG City Match-Child \$ Family Services	101.833720.960264.0
\$166,766.00 to Operating Trf-ESG Fund	101.966000.991264.0

ESG Fund:

\$166,766.00 from ESG Estimated Revenues	264.000000.696101.02017
\$166,766.00 to ESG-Operations	264.932666.960264.02017

LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 5/8/2018

GRANT NAME: Department of Housing and Urban Development (HUD)

DEPARTMENT: HRCS

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Dr. Joan Jackson Johnson 483-4482

APPLICATION DATE: Renewals

AWARD DATE: various dates (see attached)

FUND AMOUNT: \$ 2,501,877

CITY MATCH (IF APPLICABLE): \$ budgeted in FY18-FY19

GRANT CYCLE: One year cycles starting at various dates (see attached) Check One: Annual ☒ One-Time ☐

GRANT PAYS FOR: The city is the designated collaborative applicant agencies that apply for HUD CoC funds to re-house qualified homeless individuals and families and provide case management or other services to promote self-sufficiency.

GOODS & SERVICES see above

PERSONNEL N/A

CONSTRUCTION N/A

LAND N/A

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

* See Attached

CoL FY 2018-2019 HUD CoC GRANTS

AGENCY NAME	Account Description	(2017 NOFA Awards)	Start Date	End Date	TOTAL Gr AMT	Budget AMT	BUDGET DETAILS
Advent House/ Fresh Start RRH	Supportive Services	MI0581L5F081700	9/1/2018	8/31/2019	\$60,036	\$12,733	Supp Svs
	Rental Asst					\$43,284	Rental Assistance
	Admin					\$4,019	Agency Admin
Advent House/ PSH for Families	Supportive Services	MI0199L5F081710	6/1/2018	5/31/2019	\$70,383	\$21,605	Supp Svs
	Operating					\$45,744	Rental Assistance
	Admin					\$3,034	Admin
Advent House/ Hope Housing	Supportive Services	MI0483L5F081702	7/1/2018	6/30/2019	\$139,708	\$40,992	Supp Svs
	Rental Asst					\$89,880	Rental Assistance
	Admin					\$8,836	Admin
Ending Family Homelessness Through Rapid Rehousing	Supportive Services	MI0417L5F081704	9/1/2018	8/31/2019	\$251,813	\$52,189	Supp Svs
	Rental Asst					\$182,664	Rental Assistance
	Admin					\$16,960	Admin
CFC Gateway/Rapid Rehousing for Youth	Supportive Services	MI0582L5F081700	9/1/2018	8/31/2019	\$169,057	\$79,730	Supp Svs
	Rental Asst					\$78,660	Rental Assistance
	Admin					\$10,667	Admin
GLHC/Walnut	Supportive Services	MI0200L5F081710	7/1/2018	6/30/2019	\$105,870	\$41,160	Supp Svs
	Operating					\$58,370	Operating
	Admin					\$6,340	Admin
HMIS I -City	Supportive Services	MI0194L5F081710	11/1/2018	10/31/2019	\$40,121	\$39,334	HMIS
	Admin City					\$787	City Admin
MMRS/Sober Center	Supportive Services	MI0198L5F081710	7/1/2018	6/30/2019	\$144,944	\$116,895	Supp Svs
	Leasing					\$14,400	Leasing
	Operating					\$4,083	Operating
	Admin					\$9,566	Admin
LHC/PSH 2	Supportive Services	MI0196L5F081710	1/1/2019	12/31/2019	\$696,359	\$106,417	Supp Svs
	Rental Asst					\$557,304	Rental Assistance
	Admin					\$32,638	Admin
LHC/S+C Program	Rental Asst	MI0195L5F081710	5/1/2018	4/30/2019	\$302,772	\$284,688	Rental Assistance
	Admin					\$18,084	Admin
VOA/PSH Bonus	Supportive Services	MI0376L5F081706	7/1/2018	6/30/2019	\$171,855	\$27,743	Supp Svs
	Rental Asst					\$134,436	Rental Assistance
	Admin					\$9,676	Admin
VOAMI/PSH 1	Supportive Services	MI0409L5F081704	9/1/2018	8/30/2019	\$136,734	\$26,750	Supp Svs
	Leasing					\$97,981	Leasing
	Operating					\$3,113	Operating
	Admin					\$8,890	Admin
VOAMI/PSH 2	Supportive Services	MI0506L5F081702	9/1/2018	8/30/2019	\$137,929	\$28,044	Supp Svs
	Leasing					\$97,943	Leasing
	Operating					\$3,052	Operating
	Admin					\$8,890	Admin
PLANNING	Planning Admin	MI0580L5F081700	7/1/2018	6/30/2019	\$74,296	\$74,296	Planning/Admin

\$2,501,877

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Department of Human Relations and Community Services (HRCS) as the Collaborative Applicant for the Continuum of Care for the Lansing, East Lansing, Ingham County area, will be receiving renewal grants from the Department of Housing and Urban Development (HUD) under the 2017 Continuum of Care Homeless Assistance Programs Notice of Funding Availability (NOFA) application; and

WHEREAS, these renewal grants will help fund programs for at least the following agencies: Advent House Ministries, Child and Family Charities - Gateway Division, Greater Lansing Housing Coalition, Mid-Michigan Recovery Services, Lansing Housing Commission, Volunteers of America Michigan, One Church One Family, and the HRCS -HMIS and Planning funds, for a one-year period to support existing Continuum of Care initiatives; and

WHEREAS, the HRCS Department is to receive from HUD an amount up to \$2,501,877; and

WHEREAS, each agency shall be responsible for securing the required cash or in-kind match requirements stipulated by HUD in receiving said grants, while HRCS will continue to be responsible for securing a 25% cash and/or in-kind match for the HMIS and Planning grants;

NOW, THEREFORE, BE IT RESOLVED the City of Lansing, Michigan, accepts the terms of the grant application as stipulated by HUD and the City of Lansing does hereby specifically agree, but not by way of limitation, as follows:

1. That the administration is authorized to create appropriate accounts and transfer necessary funds to administer and monitor the grants and to appropriate such additional funds as shall be necessary to complete the project subject to the City Council transfer policies.
2. To maintain satisfactory financial accounts, documents, and records to make them available to HUD for auditing at reasonable times.
3. To implement the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreements.
4. To authorize the Mayor of the City of Lansing to be the local authorized representative to sign documents in behalf of the City of Lansing.
5. To comply with any and all terms of said HUD agreements, including all terms not specifically set forth in the foregoing portion of this resolution.



LANSING CITY COUNCIL
GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: June 11, 2018

GRANT NAME: Grant Acceptance – Friends of Lansing Regional Trail

DEPARTMENT: Parks and Recreation

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Brett Kaschinske, Director, 483-4042

APPLICATION DATE AWARD DATE: 3/28/17

GRANT CYCLE: _____ Check One: ☒ Annual ☐ One-Time

FUND AMOUNT: \$5,000 (Breakdown below should total this amount)

GOODS & SERVICES

PERSONNEL \$5,000.00 Trail Ambassador

CONSTRUCTION \$0.00

LAND \$0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): \$

GRANT PAYS FOR: Trail Ambassador

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

Friends of Lansing Regional Trails Ambassador coordinates volunteer cleanup projects, promotes the RiverTrail, plans events and fundraising

RESOLUTION #2018-

BY THE COMMITTEE ON WAYS AND MEANS RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in November 2014, the Ingham County electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the Ingham County Board of Commissioners Resolution #16-106 approved a second round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, the Ingham County Board of Commissioners Resolution #17-109 hereby approves entering into contracts with the City of Lansing to fund a Project Titled: Volunteer Trail Ambassador Coordinator in an amount not to exceed \$17,500.00 from the Trails and Parks Millage Fund respectively; and

WHEREAS, the Friends of Lansing Regional Trails hereby agrees to contribute \$5,000.00 additional funds toward the Volunteer Trail Ambassador Coordinator; and

WHEREAS, the Parks and Recreation Department is requesting acceptance of the Friends of Lansing Regional Trails contribution; and

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves acceptance of the Friends of Lansing Regional Trails funding;

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary deposits for their administration in accordance with the requirements of the grantor.

BY THE COMMITTEE ON WAYS & MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, appropriates the following Public Act 302 funds received for Police Department training:

State/Federal Grants Fund
Police Officer Training – Public Act 302

\$17,724.60	State Revenue
\$17,724.60	Operations Expenses (Training – PA302)

To appropriate Public Act 302 Police training funds received from the State for sworn law enforcement officer training.

BY THE COMMITTEE ON WAYS & MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, appropriates the following Public Act 302 funds received for Police Department training:

State/Federal Grants Fund
Police Officer Training – Public Act 302

\$33,366.35	State Revenue
\$33,366.35	Operations Expenses (Training – PA302)

To appropriate Public Act 302 Police training funds received from the State for sworn law enforcement officer training.

Submitted @ mtg.