



**AGENDA**  
**Committee on Ways and Means**  
**Friday, February 14, 2020 @ 8:30 a.m.**  
**City Council Conference Room, City Hall 10<sup>th</sup> Floor**

Councilmember Wood, Chair  
Councilmember Spadafore, Vice Chair  
Council Member Jackson, Member

**1. Call to Order**

**2. Approval of Minutes**

- January 27, 2020

**3. Public Comment on Agenda Items**

**4. Discussion/Action:**

A.) RESOLUTION – City Market Rental Fees

B.) DISCUSSION – 2020/2021 City Council and Internal Audit Budget(s)

**5. Other**

**6. Adjourn**





**MINUTES**  
**Committee on Ways and Means**  
**Monday, January 27, 2020 @ 4:00 p.m.**  
**10<sup>th</sup> Floor Conference Room, City Hall**

**CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

**ROLL CALL**

Council Member Carol Wood, Chair  
Council Member Peter Spadafore, Vice Chairperson  
Council Member Brian T Jackson, Member

**OTHERS PRESENT**

Sherrie Boak, City Council Office Manager  
Lisa Hagen, Assistant City Attorney/Council Research Assistant  
Eric Brewer, Council Internal Auditor  
Amber Paxton, Financial Empowerment  
Emily Stevens, Parks and Recreation  
Joe McClure, LPD  
Sgt. Schlagel, LPD  
Jim Smiertka, City Attorney

**Minutes**

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES FROM OCTOBER 28, 2019 AS PRESENTED. MOTION CARRIED 3-0.

**Public Comment**

No public comment at this time.

**Discussion/Action**

**RESOLUTION – National League of Cities: Addressing Fines & Fees Equitably Grant**

Ms. Paxton acknowledged that the City received part one of this grant in July 2019 for \$10,000. She then provided details on the grant which included specifics on the program in conjunction with 54-A District Court on debt related cases. They have posted an RFP for restoration justice and currently have been impressed with the submissions. Ms. Paxton went on to state that this grant will be used to off-set staff time on the project, and the balance will be used for incentive dollars for those effected by the debt which is preventing them from getting their driver's license back if they participate in the financial empowerment center program. Council Member Jackson

asked if there were an initial results on how many people will be impacted, and Ms. Paxton stated they are looking at the violations because of unpaid debt, and their research shows in Lansing there are 70% male, 53% African American and well over half are under the age of 30. Council Member Jackson then asked about the Restorative Justice Program itself, and stated it is a support circle and this grant will be only for those people affected by an arrest because of fines and costs. Council Member Jackson asked if they have looked at the recent study done by the State of Michigan Task Force, and Ms. Paxton noted they will be working with a researcher from MSU who was paid out of the 1<sup>st</sup> portion of the grant and she will be incorporating the State information into her findings. Council Member Wood asked how waiving the fees would impact the budget where they have noted they will take in fees. Ms. Paxton stated it would be minimum because there about 150 maximum of the 1800 cases and fines are not being waived but the fees are. Council Member Jackson asked if they considered extending the program to include “No License on Person” cases, and Ms. Paxton confirmed she had not considered that but would look into it. Council Member Wood noted the grant form stated there was no City match and Ms. Paxton confirmed they are using current staff.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE NATIONAL LEAGUE OF CITIES EQUIABLY GRANT. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Lansing Parks and Recreation w/Lansing Police Department; Project Safe Neighborhood

Ms. Stevens stated this grant will work with the current LPD Basketball programs on Friday and Saturday evenings in the summer and the program also extends to indoors during the winter months for after school programs. The grant will cover LPD cost, staff cost, the gym use, court use, prizes and food. Council Member Wood asked for confirmation that there is no City match, and Ms. Steven confirmed along with noting the source of the grant will be the Battle Creek Community Foundation. The Committee and applicants spoke briefly about statistics on attendance and Mr. McClure stated he would get the numbers to the Committee. Council Member Wood asked about conditions on participants meeting or being out after curfew and Ms. Stevens noted they had not had any issues in the past but would reach out to LPD for further details on if they have something in place.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE PROJECT SAFE NEIGHBORHOOD PARKS AND RECREATION GRANT. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Lansing Police Department; Project Safe Neighborhoods Grant

Mr. McClure informed the Committee that this grant was also from the Battle Creek Community Foundation, along with the US Attorney office. It is a Federal grant with no match, encouraging community engagement with LPD on the “LPD and Me Workshop” which assists the youth between the ages of 8-15; a maximum of 25 students to be trained in law enforcement. The grant will also go towards Hoop-It-Up where the LPD officers participate in open basketball games with the youth and are provided with a basketball hoop and basketball to use. Other programs the grant will go towards is a health and fitness club for 8-16 year olds on staying fit and health, pairing them with an officer to work out with twice a week. Lastly funds will also be used to print 3,000 welcome packets for distribution, and “Light up Lansing” where they will pass out light bulbs. Council Member Jackson asked who in the LPD would be in charge of these programs and was told Officer Osborn.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE PROJECT SAFE NEIGHBORHOODS GRANT FOR LPD. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Lansing Police Department; Sub-Recipient of MSP for Byrne Justice Assistance Grant

Mr. McClure informed the Committee that the grant of \$133,200 will not have a City match, goes through 9/30/2020 and the items it will purchase include video analytics software, video processor hardware, and is also part of the technology enhancement grant. Council Member Wood referenced the grant form and asked if it was awarded in October, but the Committee is just seeing it, and Council Member Spadafore confirmed that this Committee did not meet again in 2019 after it was awarded and this was the first Committee meeting. Mr. McClure assured the Committee that no purchases have been made as of yet.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE BYRNE JUSTICE ASSISTANCE GRANT. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Lansing Police Department; 2019 Justice Assistance Grant

Mr. McClure noted this is the annual JAG grant and out of the \$116,680 the County will get \$11,226. The City will use their funds to purchase uniform upgrades and redaction software. Mr. McClure could not provide any details on what the County would be using their funds for. Council Member Jackson noted in the past software purchases were made that did not sync with currently equipment, and he asked if they had done the research to make sure this purchase would be compatible. Mr. McClure noted that before they purchase it they will screen for compatibility with current programs. Council Member Wood asked if they have to get IT approval first, and Mr. McClure confirmed that IT has been involved already with all their software and computer purchases. Mr. Brewer referred the Committee to the packet noting the vetting documentation was all included.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE 2019 JUSTICE ASSISTANCE GRANT. MOTION CARRIED 3-0.

Sole Source Purchase; Lansing Police Department; Action Target Inc. vendor for Bullet Traps at Lansing Police Firearms Range

Sgt. Schlagel explained the sole source was to replace two traps that catch rounds in the shooting range because they were unsafe. This vendor is the sole vendor due to the fact that their equipment is outdated and they are the only vendors that have the replacement parts. Sgt. Schlagel confirmed the purchase was made on January 8, 2020. Council Member Wood asked Sgt. Schlagel to provide any updates on the current condition of the shooting range itself. Sgt. Schlagel acknowledged it was built in 1999, some of the equipment had a 10 year life expectancy and confirmed the range does need some updating. Per this vendor the cost for a complete upgrade could come in at \$830,000, and would not include the removal of the current system.

Council Member Spadafore stepped away from the meeting at 4:29 p.m.

Sgt. Schlagel informed the Committee that currently he was not able to put a life cycle on the current condition of the range, but weather and other factors take a toll on them.

Council Member Spadafore returned to the meeting at 4:31 p.m.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE THE SOLE SOURCE FOR LPD AND ACTION TARGET, INC. 3-0.

Council Member Wood asked Sgt. Schlagel to provide an overview on the current range to the Committee in the future. Mr. McClure added to the conversation that there is a request in the 2021 budget for replacement.

**ADJOURN**

Adjourn at 4:35 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

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**

WHEREAS, fees for services are to be approved by Lansing City Council; and

WHEREAS, administration is submitting fees for consideration and approval for rental of Lansing City Market and Plaza as an event venue which will begin prior to the new fiscal year; and

WHEREAS, the Parks and Recreation Department desires to provide access to Lansing City Market and Plaza for events to residents of Lansing and non-residents of Lansing; and

WHEREAS, the Parks and Recreation Department desires to offer this service at fees that recover the costs of providing the event venue;

WHEREAS, the new fees proposed are to compensate the Department of Parks and Recreation and offset the costs involved in providing a new event venue.

NOW, THEREFORE, BE IT RESOLVED the Lansing City Council approves the fee schedule as stated below in this resolution, effective on the date of passage of this resolution for rental of Lansing City Market and Plaza:

BE IT FINALLY RESOLVED, the proposed fees are as follows:

**LANSING CITY MARKET PROPOSED FEES:**

	<b><u>Proposed fee</u></b>
City Market and Plaza	\$200.00 Per Hour Resident/Non-Resident
Conditional Refundable Deposit	\$500.00



Andy Schor, Mayor

# CITY OF LANSING

## INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Fax (517) 483-7630

### Disclaimer

This document is work product produced by the Internal Auditor and will in no way imply any explicit or implicit meaning on behalf of either the Administration or City Council. In addition, items addressed in this review are believed to be obtained from reliable sources by the Internal Auditor and all information contained in this review is provided "as is" with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information without warranty of any kind, express or implied.

### MEMORANDUM

DATE:	2/10/2020
TO:	Ways and Means Committee
FROM:	Eric Brewer, Internal Auditor
RE:	Budget Proposal for City Council and Internal Audit for Fiscal Year 2021

### City Council Budget Proposal

The City Council Budget for Fiscal Year 2021 currently proposed is for 690,134 dollars. This is a decrease of 36,843 dollars from Fiscal Year 2020 of 726,977 dollars. This represents a 5.07% decrease from the prior year fiscal year. The City Council Actual has been under the Budgeted amounts for Fiscal Years 2017 thru 2019 and is on pace for Fiscal Year 2020. This trend more than likely will occur in Fiscal Year 2021.

City Council			
Fiscal Year	2017	2018	2019
Budget	\$675,800	\$709,828	\$722,109
Actual	\$639,021	\$677,783	\$680,726
<b>Under Budget</b>	<b>(\$36,779)</b>	<b>(\$32,045)</b>	<b>(\$41,383)</b>

### Internal Audit Budget Proposal

The Internal Audit Budget Proposal for Fiscal Year 2021 currently proposed is for 196,000 dollars. This is an increase of zero dollars from the Fiscal Year 2020 of 196,000 dollars. This represents an increase of 0.00% from the prior fiscal year. The Internal Audit Actual has been under the Budgeted amounts for Fiscal Years 2017 thru 2019 and is on pace to be at or under the budgeted amount for Fiscal Year 2020. This trend more than likely will occur in Fiscal Year 2021.

Internal Audit			
Fiscal Year	2017	2018	2019
Budget	\$172,200	\$183,700	\$194,900
Actual	\$153,220	\$181,964	\$192,654
<b>Under Budget</b>	<b>(\$18,980)</b>	<b>(\$1,736)</b>	<b>(\$2,246)</b>

CITY OF LANSING

# CITY COUNCIL

FISCAL YEAR 2021 BUDGET PROPOSAL



Andy Schor, Mayor

FY 2020 Year-End Projection/FY 2021 Budget Line Item Worksheet

Department:

For February Budget Amendment:

For Year End Amendment:

1/17/2019

1/31/2019

1/31/2019

Account Code	GL Key	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019	FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2021
							Actual	Adopted Budget	Actual	Adopted Budget	Actual & Enc. Thru Nov.	Estimate	Year-End Projection	Year-End Projection	Dept. Submission
101.112101.643100.00000	1012101	ABANDONED AUTO AUCTION	-	-	-	-	-	-	-	-	-	-	-	-	NA
101.112101.702000.00000	1012101	SALARIES	241,987	274,083	275,411	298,145	294,800	296,874	300,734	118,069	180,714	298,784	298,784	303,957	
101.112101.708000.00000	1012101	OVERTIME - SALARY	-	-	-	142	-	100	-	16	-	-	16	NA	
101.112101.712000.00000	1012101	LONGEVITY	-	-	-	-	400	500	400	500	-	-	500	400	
101.112101.715300.00000	1012101	FRINGE BENEFITS - FIXED	129,315	140,850	126,718	128,062	129,872	129,871	121,737	46,895	74,842	121,737	121,737	90,295	
101.112101.715400.00000	1012101	FRINGE BENEFITS - VARIABLE	46,196	52,205	55,454	64,213	64,501	64,970	70,645	25,367	45,278	70,645	70,645	66,022	
101.112101.741000.00000	1012101	MISCELLANEOUS OPERATING	31,982	31,283	30,456	32,968	30,000	24,541	32,000	4,434	11,742	16,176	16,176	32,000	
101.112101.741200.00000	1012101	PROMOTION	2,925	5,947	6,130	6,839	8,161	7,075	8,000	3,075	4,179	7,254	7,254	8,000	
101.112101.741209.00000	1012101	COUNCILMEMBER BETZ	-	-	-	-	-	-	-	-	-	750	750	1,500	
101.112101.741223.00000	1012101	COUNCILMEMBER WOOD	2,004	2,055	1,995	2,007	2,000	1,494	2,000	1,035	965	2,000	2,000	2,000	
101.112101.741229.00000	1012101	COUNCILMEMBER DUNBAR	1,917	1,690	1,495	1,823	2,000	1,157	2,000	350	1,650	2,000	2,000	2,000	
101.112101.741231.00000	1012101	COUNCILMEMBER QUINNEY	1,910	-	-	-	-	-	-	-	-	-	-	NA	
101.112101.741233.00000	1012101	COUNCILMEMBER HEWITT	-	-	-	-	-	(12)	-	-	-	-	-	NA	
101.112101.741234.00000	1012101	COUNCILMEMBER ROBINSON	1,357	1,419	-	-	-	-	-	-	-	-	-	NA	
101.112101.741235.00000	1012101	COUNCILMEMBER YORKO	1,592	1,438	1,401	810	-	-	-	-	-	-	-	NA	
101.112101.741236.00000	1012101	COUNCILMEMBER HOUGHTON	1,729	1,461	1,002	1,130	-	-	-	-	-	-	-	NA	
101.112101.741237.00000	1012101	COUNCILMEMBER WASHINGTON	1,240	641	1,204	1,496	1,500	677	1,500	510	-	510	510	NA	
101.112101.741238.00000	1012101	COUNCILMEMBER BROWN-CLARKE	1,912	1,410	872	981	-	-	-	-	-	-	-	NA	
101.112101.741239.00000	1012101	COUNCILMEMBER DELGADO	-	845	-	-	-	-	-	-	-	-	-	NA	
101.112101.741240.00000	1012101	COUNCILMEMBER SPITZLEY	-	100	1,146	1,346	2,000	1,852	2,000	847	1,153	2,000	2,000	2,000	
101.112101.741241.00000	1012101	COUNCILMEMBER HUSSAIN	-	-	1,358	1,517	1,500	1,573	1,500	564	936	1,500	1,500	1,500	
101.112101.741242.00000	1012101	COUNCILMEMBER SPADAFORE	-	-	-	361	2,000	1,627	2,000	407	1,593	2,000	2,000	2,000	
101.112101.741243.00000	1012101	COUNCILMEMBER JACKSON	-	-	-	-	1,500	1,474	1,500	-	1,500	1,500	1,500	1,500	
101.112101.741244.00000	1012101	COUNCILMEMBER GARZA	-	-	-	730	1,500	1,412	1,500	366	1,134	1,500	1,500	1,500	
101.112101.741246.00000	1012101	MARTIN LUTHER KING JR DAY	-	-	-	-	1,000	750	1,000	-	1,000	1,000	1,000	-	
101.112101.741247.00000	1012101	CESAR CHAVEZ EVENT	500	1,000	1,000	1,612	1,500	1,500	1,500	-	1,500	1,500	1,500	-	
101.112101.741256.00000	1012101	BEA CRISTY AWARDS DINNER	1,000	-	-	-	500	-	500	-	-	-	-	-	
101.112101.741289.00000	1012101	COMMUNITY FUNDING	8,750	5,650	3,800	2,752	14,448	4,565	7,000	2,000	2,703	4,703	4,703	9,500	
101.112101.743050.00000	1012101	TEMPORARY HELP-CONTRACTUAL	10,936	11,734	8,415	-	5,000	330	5,000	488	337	825	825	5,000	
101.112101.743720.00000	1012101	INFORMATION TECHNOLOGY ALLOC	79,050	83,000	59,320	74,903	78,905	78,905	83,178	34,660	48,518	83,178	83,178	83,178	
101.112101.744110.00000	1012101	UTILITIES - CITY HALL	45,467	41,329	39,657	41,806	50,000	46,357	50,001	6,017	43,984	50,001	50,001	50,000	
101.112101.744200.00000	1012101	TELEPHONE	13,373	13,697	14,219	8,086	13,500	6,379	13,500	-	2,626	2,626	2,626	10,000	
101.112101.747000.00000	1012101	TRAINING	54	1,222	675	190	2,000	210	2,000	274	199	473	473	2,000	
101.112101.748000.00000	1012101	INSURANCE & BONDS	6,702	3,691	5,788	5,864	8,522	6,507	10,782	-	10,782	10,782	10,782	10,782	
101.112101.977000.00000	1012101	EQUIPMENT	-	13,975	1,505	-	5,000	36	5,000	-	15	15	15	5,000	
<b>1012101 Total</b>			<b>631,897</b>	<b>690,723</b>	<b>639,021</b>	<b>677,783</b>	<b>722,109</b>	<b>680,726</b>	<b>726,977</b>				<b>683,976</b>	<b>690,134</b>	

CITY OF LANSING

# INTERNAL AUDIT

FISCAL YEAR 2021 BUDGET PROPOSAL



Andy Schor, Mayor

ITEM 1

FY 2020 Year-End Projection/FY 2021 Budget Line Item Worksheet  
 Department:

For February Budget Amendment:  
 For Year End Amendment:

1/17/2019

1/31/2019

1/31/2019

Account Code	GL Key	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019	FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2021
							Adopted Budget	Actual	Adopted Budget	Actual & Enc. Thru Nov.	Dec. - June Estimate	Year-End Projection	Dept. Submission		
101.112120.702000.00000	1012120	SALARIES	92,340	54,797	54,683	90,584	95,540	97,297	97,626	38,437	57,569	96,007	97,626		
101.112120.707000.00000	1012120	TEMPORARY HELP	-	13,832	9,292	-	500	-	500	-	-	-	500		
101.112120.712000.00000	1012120	LONGEVITY	1,500	2,000	-	-	-	-	-	-	-	-	-		
101.112120.715300.00000	1012120	FRINGE BENEFITS - FIXED	74,690	77,480	71,901	66,888	69,988	69,989	67,679	25,851	41,828	67,679	67,679		
101.112120.715400.00000	1012120	FRINGE BENEFITS - VARIABLE	22,775	14,258	9,392	15,556	16,233	15,884	16,310	6,203	8,928	15,131	16,310		
101.112120.741000.00000	1012120	MISCELLANEOUS OPERATING	647	758	-	-	1,500	210	1,500	-	-	-	1,500		
101.112120.743720.00000	1012120	INFORMATION TECHNOLOGY ALLOC	7,183	7,550	5,142	6,494	6,840	6,840	7,211	3,005	4,206	7,211	7,211		
101.112120.744200.00000	1012120	TELEPHONE	694	955	644	248	1,000	-	1,000	-	-	-	1,000		
101.112120.748000.00000	1012120	INSURANCE & BONDS	2,507	1,381	2,166	2,194	3,299	2,435	4,174	-	4,174	4,174	4,174		
<b>1012120 Total</b>			<b>202,336</b>	<b>173,010</b>	<b>153,220</b>	<b>181,964</b>	<b>194,900</b>	<b>192,654</b>	<b>196,000</b>			<b>190,202</b>	<b>196,000</b>		