



AGENDA
Committee on Ways and Means
Friday, February 5, 2021 @ 2:00 p.m..

Access the meeting via: <https://us02web.zoom.us/j/81382997422> ; ID 813 8299 7422 Dial In: 646-876-9923
email comments prior to the meeting at sherrie.boak@lansingmi.gov

All Council Members will participate virtually. They may be contacted prior at city.council@lansingmi.gov or (517) 483-4177

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

1. Call to Order

2. Public Comment on Agenda Items

3. Minutes

- November 13, 2020

4. Discussion/Action:

- A.) RESOLUTION – Grant Acceptance; Cities for Financial Empowerment Fund, Expert City Stipend Award
- B.) RESOLUTION – Bike Locker Fees; Fee Change
- C.) RESOLUTION- Grant Acceptance; Tri-County Regional Planning Commission Transportation Alternatives Program; Grant for Forest Road/Collins Road
- D.) RESOLUTION- Proposed Fees; Reduced Parks & Recreation Department Softball Fees for Early Registration
- E.) RESOLUTION – Budget Carryforwards FY 2020
- F.) SOLE SOURCE - Human Resources; Segal Waters Consulting; Vendor for Classification Services

5. Other

- PLACE ON FILE – GRANT APPLICATION NOTIFICATION; Capitol Area Response Effort (CARE) and Victims of Crime Act (VOCA) Grant; Lansing Police Department
- UPDATE – Retirees Healthcare Savings– Chief Strategy Officer

6. Adjourn

To mitigate the spread of COVID-19 and to provide essential protections to vulnerable Michiganders and this State's health care system and other critical infrastructure, it is crucial that all Michiganders take steps to-limit in-person contact, particularly in the context of large groups. Therefore, the above meetings will be conducted via audio/video conference.

The meetings are being held virtually in accordance with the Open Meetings Act, as amended in an effort to protect the health and safety of the public. Members of the public wishing to participate in the meeting may do so by logging into or calling into the meetings using the website or phone number above, and meeting ID provided. To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the email address listed above under the meeting link.

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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MINUTES
Committee on Ways and Means
Friday, November 13, 2020 @ 8:30 a.m.

<https://us02web.zoom.us/j/85351897675>; ID 853 5189 7675 Dial In: (646) 876 9923

Held virtually in an effort to protect the health and safety of the public & to mitigate the spread of COVID 19

CALL TO ORDER

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

Members Present via audio/video

Council Member Carol Wood, Chair remotely from Lansing, Michigan

Council Member Peter Spadafore, Vice Chairperson remotely from Lansing, Michigan

Council Member Brian T Jackson, Member- unexcused

OTHERS PRESENT

Sherrie Boak, City Council Office Manager

Lisa Hagen, OCA

Robert Widigan, Finance

Jake Brower, Budget

Judy Kehler, Chief Strategy Officer

Joe McClure, LPD

Kitty Lipsky, Retiree

Penny Betcher, Retiree

Mark (no last name given), Retiree

Paul Colegrove, Retiree

Kristi Batholomew, Retiree

Kim Lawrence, Retiree

Colleen Baldwin, Retiree

James Aimery

Sue Myer, Retiree

Mary Hemstreet, Retiree

Sherrie Wiegman, Retiree

Sherry Hunnell, Retiree

Susan Rouse, Retiree

Sara Morrison, Retiree

Sandra Schultz, Retiree

Brian Ellis, Retiree

Judy Kehler, CSO

Council Member Spitzley

Mark Parker, Retiree

Tom Wendt, Retiree

Public Comment

Council Member Wood explained that public comment will be taken during each item, unless there were general comments at this time.

Ms. Lipsky, City Retiree spoke in frustration on what her impression of the secrecy they received in finding out about the retiree changes.

Mark (no last name given) asked Council to reconsider the Mayor's action.

Council Member Wood clarified to the public that the Committee has taken this up as more of a fact finding mission to report back to the Administration, but Council does not have the purview to address and make changes.

Ms. Betcher asked for reconsideration on any retiree healthcare changes.

Mr. Colegrove spoke in opposition to the proposed retiree healthcare changes.

Ms. Bartholomew spoke in opposition to the proposed retiree healthcare changes.

Mr. Lawrence spoke in opposition to the proposed retiree healthcare changes and specifically about the 2010 incentives and asked if Council could deny the recommended changes. Council Member Wood asked Mr. Smiertka if he had a legal opinion on this in relationship to the 2010 incentives. Mr. Smiertka stated he is well aware of the separation that had occurred, but did not have those responses at this time.

Ms. Baldwin spoke in opposition to the proposed retiree healthcare changes.

Mr. Aimery spoke in opposition to the proposed retiree healthcare changes.

Ms. Meyer spoke in opposition to the proposed retiree healthcare changes, and asked for Mayor Schor to listen to them.

Ms. Hemstreet spoke in opposition to the proposed retiree healthcare changes by the Administration. She noted that she has not received any paperwork on what the amounts and plans will be allowing her to make plans for her future.

Ms. Hunnell spoke in opposition to the proposed retiree healthcare changes.

Ms. Rouse asked if there are ongoing medical treatments and cases, what can the City do about it. Council Member Wood noted there are questions the Administration are working on and she will add that to the list.

Ms. Morrison asked if Council was aware of any options the retirees could collectively do if they are not able to stop the Mayor's actions. Council Member Wood stated they are not aware of anything at this time, but will continue to look at. Ms. Morrison asked if there were any Council Members who were not supporting the retirees. Council Member Wood encouraged the retirees to reach out to each individual Council Member.

Ms. Schultz spoke on her personal experience and appealed for no changes to the healthcare plans.

Mr. Ellis mentioned an ordinance on funds for the legacy costs, and asked if that was under City Charter or under an Ordinance that is enforceable. Council Member Wood stated she would add that question to the list for the City Attorney. He then spoke in opposition to the healthcare changes and noted it would be very costly. Lastly, Mr. Ellis stated he was calling for an action of no confidence of the Mayor.

Council Member Wood noted that Council Member Spitzley was listening to this meeting as well and paying close attend to all the comments.

Minutes

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES FROM NOVEMBER 6, 2020 AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 2-0.

Discussion/Action:

Sole Source; Lansing Police Department; Action Target Inc., Bullet Traps

Mr. McClure stated the LPD uses a trap system for training and the original was installed in 1989. It can only be replaced with specific traps from the original company. They replaced the traps that were showing stress factors with the hopes they will be able to work towards a new range system.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL CALL VOTE, MOTION CARRIED 2-0.

Sole Source; Lansing Police Department; Michigan Law Enforcement Associates; Consultant for Procurement of Training

Mr. McClure stated this firm was the only firm in Michigan that provides the training on the narrow and specific aspect of police procurement training. The owner is a former officer and an attorney, and will meet once a month during all shift change overs. Council Member Wood asked how long the firm was under contract with the City. Mr. McClure stated they used this firm once already in FY2020 and sought a new contract for the FY 2021. Council Member Spadafore inquired into the aspects of the training and were told it is legal training, aspects of law, making sure officers are up to date on the laws in their roles, and they can ask questions they have on the law as relates to policing.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE.

Council Member Wood asked Mr. Smiertka if this consultant also works with the OCA, and Mr. Smiertka stated the OCA currently has two staff as part of the police legal counsel so he would update them on this sole source.

ROLL CALL VOTE, MOTION CARRIED 2-0.

Sole Source; Lansing Police Department; Sundance Chevrolet, 2 Vehicles

Mr. McClure confirmed these purchases were for the undercover unit and the vehicles are chosen to be diverse and cannot be identifiable.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL CALL VOTE, MOTION CARRIED 2-0.

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Sole Source; Lansing Police Department; KIA of Lansing; 2 Vehicles

Mr. McClure noted this sole source was similar to the previous sole source, and it is important the vehicles blend in for undercover units, also noting all these vehicle purchases are used vehicles.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL CALL VOTE, MOTION CARRIED 2-0.

Sole Source; Public Service Department; Engineering; C2AE Consultants on Pathway Design on Forest Road

Mr. Kilpatrick first noted the City already has federal funding for the pathway, and being that C2AE is the consultant for McLaren Hospital's site, which is near this section of the pathway, the City decided it was the best interest to work in conjunction for this pathway in that adjoining area. Council Member Wood highlighted this pathway was a scenic route, and asked if that aspect was taken into consideration. Mr. Kilpatrick acknowledged that aspect of the trail and confirmed the pathway would not be widened.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL CALL VOTE, MOTION CARRIED 2-0.

Sole Source; Public Service Department; Wastewater; Collcorp Inc-Ironbrook ; UV Disinfection Systems Lamps and Parts

Mr. Kilpatrick stated to the Committee that this sole source was for the replacement of the lamps.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE.

Council Member Wood asked what the life expectancy was on the lamps, and was informed there are two bays, and a number of hours, so Mr. Kilpatrick would have to get that information back to her. She was assured they were geared towards energy efficiency.

ROLL CALL VOTE, MOTION CARRIED 2-0.

Sole Source; Public Service Department; Wastewater; Tetra Tech; SCADA Replacement; Engineering Services

Mr. Kilpatrick explained this was for the computer system that operates the controls, and based on the age they are starting to fail. To replace, Tetra Tech has been doing all the support on the SCADA, so they are recommending them to do the study and find out the plan to replace the components. Council Member Wood asked for clarification that this was with the computers, and if so if they were also utilizing the City IT department. Mr. Kilpatrick confirmed it was the computers, but this is a whole separate system, not through the City data center, therefore the City IT does not provide any support now or in the past. Because of that Council Member Wood asked about the security of the system. Mr. Kilpatrick confirmed it is completely separate from the City network and there is no outside access to it. Regarding the meters, there will be an enhanced system as pertains to security. Council Member Spadafore asked if there was any assumption at this time of the cost to replace. Mr. Kilpatrick noted it could be 100,000+, depending on what the study finds. If it appears they need to replace valves and motors it cost more. The plan is to start a multi-year CIP once they know the cost.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL CALL VOTE, MOTION CARRIED 2-0.

Sole Source; Public Service Department; Wastewater; Tetra Tech; Switchgear Replacement; Engineering Services

Mr. Kilpatrick noted there should have also been a memo the Committee should have gotten and he will forward it shortly to Council staff, on the sole source. He then explained this is at the station, transformer and power for the plan. There is a figure estimated at \$1.2 million for the replacement, but at this time the sole source is for the study. But after the study Council will be updated on if they can do a sole source or if the replacement will have to be put out to bid.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE.

Council member Wood asked if the previous two sole sources, if the City is in non-compliance with the DEQ, could there be fines. Mr. Kilpatrick stated the studies will not find issues, because the biggest issues are the electrical switch gears and will be financially covered under the enterprise funds.

ROLL CALL VOTE, MOTION CARRIED 2-0.

Other

DISCUSSION- City Retiree Healthcare

Council Member Wood confirmed she has asked for additional information from the Administration, and any additional questions today will be will be added to that request.

Ms. Kehler joined the meeting. Council Member Wood asked Ms. Kehler about the packets of information for the retirees from the new company. Ms. Kehler stated she was informed that the Medicare packages should be received by 11/19/2020. Council Member Wood asked for copies of that packet to be sent to the Council Office Manager so it could be updated on the Council webpage they are maintaining. Council Member Wood then informed the public that Ms. Kehler has informed her she is still working on the analysis that was requested earlier. Council Member Wood then asked the retirees to contact her with any information on what the impact of the new changes would have on them personally. Council Member Spadafore assured the retirees that he does take unfunded liability serious because he knows that impact it has on the City services, and encouraged the unions to continue to negotiate. He regretted that Council does not have a formal roll to play in this.

For the members of the public that were not aware, Council Member Wood noted that Ms. Kehler held a discussion session on Tuesday, November 10, 2020 with union members present, and there will be more in the future. Ms. Kehler acknowledged the Council members for attending that 11/10 meeting, and there is a collaborative effort ongoing. There were ideas exchanged, processes and discussions on budget and a comprehensive approach. Ms. Kehler then noted they are looking at upcoming meetings to talk to retirees on the current budget to move forward productively. Regarding the report requested by Council Member Wood, one of the items was a current analysis, and Ms. Kehler stated she will use examples of retirements, with current plan, with the proposed plan for comparison, top health care issues and see how that impacts under the current plan and then under the proposed.

Council Member Spitzley acknowledge the opportunity to speak, was encouraged by Ms. Kehler's comments and has continued hope they can come to a resolution.

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Council Member Wood noted the Council Spadafore might have to leave the meeting before it ends. At that time a quorum of the Committee will not be present, the meeting will end, but the public comments will continue.

Public Comment Continued

Mr. Parker spoke on the proposed plan and in opposition to it. He then asked the Committee to investigate where all the funds will go if there are going to be reductions.

Ms. Morrison spoke in opposition to the changes.

Mr. Wendt asked for more time to consider and adjust to the changes, asked if there would be information on applying for hardships. Lastly, Mr. Wendt asked for more time to do an analysis on what the details are and who is eligible. Council Member Wood noted that information they have was the original and the stipend was \$1,000 and part of the plant that the contracts recommended. Ms. Kehler clarified it was not really a stipend but a reimbursement account.

Council Member Wood assured the public there would continue to be discussions at future meetings, and if they have not contacted Ms. Boak to be on retiree email group, to do so.

ADJOURN

Adjourned at 9:58 a.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee on _____



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: Cities for Financial Empowerment Fund – Expert City

DEPARTMENT: Neighborhoods & Citizen Engagement

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Amber Paxton – amber.paxton@lansingmi.gov – 517.648.6643

APPLICATION DATE: N/A

AWARD DATE: 9/15/2020

GRANT CYCLE: 9/15/2020 – 5/31/2021

Check One: Annual One-Time

FUND AMOUNT: \$10,000

(Breakdown below should total this amount)

GOODS & SERVICES

PERSONNEL \$10,000

CONSTRUCTION \$0.00

LAND \$0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): \$ 0

GRANT PAYS FOR: Offsets staff time and travel expenses (if applicable) spent in assisting two other localities in launching their Financial Empowerment Centers. This year, we will assist Washtenaw County, Michigan and Richmond County, Virginia. In past years Lansing has served as an Expert City to Akron, Detroit, Washington D.C., and Baltimore.

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

Below is guidance on the Partners’(City’s) responsibilities, which are based on supporting the new FEC Public Grantees through their Planning phase and the start of their Implementation Phase. The CFE Fund anticipates that the FEC Public Grantees will work with the Partner based on their own local priorities, needs, and timing.

- At least 10 one-hour technical assistance phone calls, scheduled at the discretion of the FEC Expert Partner and the FEC Public Grantees;

- One site visit at the designated FEC Public Grantee based on the FEC Public Grantees' needs; and
- At the start of the Implementation Phase, hosting FEC Public Grantees' newly-hired counselors for one day of counseling sessions to observe and shadow.

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

WHEREAS, the City of Lansing's Department of Neighborhoods & Citizen Engagement / Office of Financial Empowerment was awarded an FEC Expert City stipend of \$10,000 by Cities for Financial Empowerment;

WHEREAS, these dollars will be used to cover DNCE staff time and/or other expenses incurred while providing technical assistance to Richmond County, VA and Washtenaw County, MI in launching their Financial Empowerment Centers;

WHEREAS, the award for \$10,000 does not require a local match;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the Cities for Financial Empowerment grant in the total amount of \$10,000 for the grant period beginning September 15, 2020 and ending May 31, 2021.

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds.

MEMORANDUM OF UNDERSTANDING

This Memorandum Of Understanding (the “MOU”), dated as of September 15, 2020 (the “Effective Date”), is by and between the **Cities for Financial Empowerment Fund, Inc.** (the “CFE Fund”), a Delaware nonprofit corporation qualified as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) with its principal office located at 44 Wall Street, Suite 1050, New York, NY 10005, and **the City of Lansing** (the “Partner”).

WHEREAS, the CFE Fund works to support municipal engagement to improve the financial stability of low and moderate income households by embedding financial empowerment strategies into local government infrastructure (the “Purposes”).

WHEREAS, the CFE Fund desires to engage the Partners to support two Financial Empowerment Center “FEC Public” grantee partners (“FEC Public Grantees”), and the Partners desire to accept such engagement on the terms and conditions set forth hereinafter.

WHEREAS, the Partner has agreed to use the funds provided by this MOU (the “Stipend”) to manage, implement, and oversee the activities set forth in Exhibit A (the “Scope of Work”).

WHEREAS, the CFE Fund has determined that the support of the Partner in the work contemplated by this MOU furthers the exempt purposes of the CFE Fund.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the CFE Fund and the Partner agree as follows:

1. Scope of Work and Deliverables.

The primary purpose of the Partner’s activities, as set forth in Exhibit A (the “Scope of Work”) will be to provide technical assistance to two FEC Public Grantee localities planning for and/or launching the Financial Empowerment Center model as part of an Implementation Phase of their own grant relationship with the CFE Fund.

2. Term.

The term of this MOU shall begin as of the Effective Date and continue until February 28, 2021, renewable thereafter upon an amendment signed and executed by both parties hereto in the same manner as this MOU.

3. Stipend.

The CFE Fund pledges and agrees to provide the Partner a Stipend in the form of cash or cash equivalents in an amount not to exceed \$10,000 (TEN THOUSAND DOLLARS). The Stipend will be paid in U.S. Dollars in accordance with Section 4.

4. Payment of Stipend.

- (a) The Partner shall be eligible to receive the full Stipend upon full execution of this MOU.
- (b) The CFE Fund may increase the Scope of Work and make concomitant payment adjustments as funds become available to expand services. Any increase in the Scope of Work and subsequent outcome goals would be made in consultation with the Partner.
- (c) Services provided by the Partner beyond the Term shall not be within the Scope of Work under this MOU and shall not be covered by the Stipend.
- (d) The CFE Fund can make payment to the Partner in one of two ways. Please initial in ONE of the boxes to select the requested payment option:

For electronic payment: The CFE Fund will make an electronic payment through the CFE Fund’s payment system, bill.com. The Partner authorizes the below employee to create an account and enter the Partner appropriate bank routing and account number into bill.com. The Partner will ensure that account information in bill.com is accurate throughout the life of the Grant.

Signatory:
Initial Here for
Electronic Payment and to
Authorize Staff Member

For payment by check: The CFE Fund will issue a check to the Partner at the address provided:

Signatory:
Initial Here for
Payment by Check

- (e) After fulfillment of its other obligations under this MOU, Partner is authorized to apply any remaining funds from the Stipend toward the general operations for the Lansing Financial Empowerment Center program within the period of this MOU.

5. Confidentiality.

The Partner hereby agrees that during the entire term of this MOU and thereafter the Partner shall not disclose or divulge any Confidential Information (as hereinafter defined), or any part thereof, to any person or entity or use any Confidential Information for its pecuniary benefit or for any other purpose without the prior written consent of the CFE Fund and the FEC Public Grantees. Upon the request of the CFE Fund, and in any event upon termination of the MOU, the Partner shall promptly deliver to the CFE Fund all documents or other materials in its possession (and all copies thereof) constituting or containing Confidential Information. "Confidential Information" means information which the CFE Fund, in its sole determination, marks as confidential or proprietary including, but not limited to, items, materials, and information concerning the following: data security configuration, source code of software applications, marketing plans or strategies; budgets; designs; promotional strategies; client preferences and policies; creative activities for clients; contact information relating to the CFE Fund's personnel or that of any of its clients; concepts; trade secrets; product plans; financial information and all documentation, reports and data (recorded in any form), and other data, files, and/or other material, both tangible and intangible, in writing and orally imparted that relates to the CFE Fund's business operations.

6. Work Product.

The Partner hereby agrees and acknowledges that all documents and other work products developed or produced by the Partner under this MOU (the "Work Product") and the copyrights thereto, will remain sole property of the CFE Fund. The CFE Fund may reproduce, publish or otherwise use the work products or any portion thereof, or allow others to reproduce, publish, or otherwise use the work products or any portion thereof, without approval of the Partner. The Partner may not reproduce, publish or otherwise use the work product.

The Partner represents and warrants that the Work Product:

- (a) Shall be wholly original material not published elsewhere;
- (b) Shall not violate any copyright, trademark or other applicable law; and
- (c) Shall not, to the best of the Partner's knowledge, constitute a defamation or invasion of the right of privacy or publicity, or an infringement of any kind, of any rights of any third party.

To the extent that the Work Product incorporates any non-original material or to the extent that the Partner use any non-original material in performing services under this MOU, the Partner represents and warrants that they have obtained all necessary permissions and clearances, in writing, for the use of such non-original material under this MOU, copies of which shall be provided to the CFE Fund upon execution of this MOU or upon use of such non-original material.

7. Partner's Performance.

The CFE Fund expects the Partner to perform the Scope of Work in a high quality manner and in accordance with the specifications set by the CFE Fund. If the product does not meet the CFE Fund's standards, the CFE Fund reserves the right to avail itself of all legal and equitable remedies, including, but not limited to, reducing or withholding payment to either Partner, terminating the MOU, and hiring another party to complete the work. Partner shall be liable to the CFE Fund for any additional costs incurred in such events.

8. Compliance with Laws.

Partner shall comply with all local, state and federal laws (including common laws), ordinances, codes, rules and regulations regarding the Scope of Work and Partner's obligations and performance under this MOU. Partner shall obtain and maintain any and all permits, licenses, bonds, certificates and other similar approvals required in connection with this MOU.

9. Return of Documents.

Upon termination of this MOU, the Partner shall deliver all records, notes, data, memoranda, models and equipment of any nature that are in the Partner's possession or under the Partner's control and that are the CFE Fund's property or relate to CFE Fund's business.

10. Benefits.

The CFE Fund is not responsible for any insurance or other fringe benefits, including, but not limited to, social security, worker's compensation, state unemployment, federal and state income tax withholdings, retirement or leave benefits, for the Partner or employees of the Partner. The Partner assumes full responsibility for the provision of all such insurances and fringe benefits for the Partner and all the Partner's employees.

11. W-9 Form / Tax I.D. Number.

The Partner shall provide to the CFE Fund a signed and completed W-9 Form upon the execution of this MOU. Payment will be made to the entity named on the W-9 Form. The Partner hereby agrees to notify the CFE Fund immediately upon any change of taxpayer information found on the W-9 Form.

12. Termination.

Notwithstanding any of the above, this MOU may be terminated by either party after thirty (30) days written notice; however, any and all fees due and owing must be paid at the time of termination.

13. Relationship of the Parties.

For purposes of this MOU, the Partner are not an agent of the CFE Fund and the CFE Fund is not an agent of the Partner. Neither party has the right or authority to bind the other party through its actions or any other MOU or communications.

14. Right to Audit.

The Partner shall keep (a) accurate documentation in connection with the Scope of Work to be performed herein, and (b) a legible set of books of account in accordance with generally accepted accounting principles. The Partner's documentation and books of account related to this MOU shall be open for inspection by the CFE Fund or its auditors to assure that the work has been properly performed and that funds are being paid in the proper manner for the work performed.

15. Amendment.

This MOU, or any part hereof, may be amended from time to time only by a written instrument executed by CFE Fund and the Partner.

16. Assignment.

This MOU may not be assigned by either party without the prior written approval of either party.

17. Nonwaiver.

The failure of either party in any instance to insist upon a strict performance of the terms of this MOU or to exercise any option hereunder, shall not be construed as a waiver or relinquishment for the future of such term or option.

18. Parties Bound.

The terms and provisions of this MOU shall be binding upon the parties hereto, their legal representatives, successors and assigns.

19. Entire MOU.

This instrument contains the entire MOU between the parties. No statement, promises or inducements made by any party hereto, or agent of either party hereto, which is not contained in this MOU, shall be valid or binding; and this MOU may not be enlarged, modified or altered except in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be duly executed by their respective officers as of the day and year first above written.

CITIES FOR FINANCIAL EMPOWERMENT
FUND, INC.

By: J.M.
Name: Jonathan Mintz
Title: President and Chief Executive Officer
Date: 10/16/2020

CITY OF LANSING

By: _____
Name: Andy Schor
Title: Mayor
Date: _____

Scope of Work

The Partner shall be paired by the CFE Fund with two of its Financial Empowerment Center “FEC Public” grantee partners (“FEC Public Grantees”) in order to provide technical assistance to those FEC Public Grantees. The Partner’s two designated FEC Public Grantees are:

- **Richmond County, VA** (Office of the Treasurer for the City of Richmond)
- **Washtenaw County, MI** (Washtenaw County Office of Community & Economic Development)

Below is guidance on the Partners’ responsibilities, which are based on supporting the new FEC Public Grantees through their Planning phase and the start of their Implementation Phase. The CFE Fund anticipates that the FEC Public Grantees will work with the Partner based on their own local priorities, needs, and timing.

- At least 10 one-hour technical assistance phone calls, scheduled at the discretion of the FEC Expert Partner and the FEC Public Grantees;
- One site visit at the designated FEC Public Grantee based on the FEC Public Grantees’ needs; and
- At the start of the Implementation Phase, hosting FEC Public Grantees’ newly-hired counselors for one day of counseling sessions to observe and shadow.

Examples of Expert Partner Technical Assistance

- Help determine who might be internal and external champions for the program, as well as departments that might be important thought partners during these early stages of internal planning.
- Provide guidance on potential Advisory Group members, as well as the structure, design, and operations of the group.
- Support navigating often complex city budget processes, including sharing their expertise on where embedding FEC funding in the municipal budget has proven successful.
- Engage with local funders, including via telephone, or speak at a ‘funders roundtable’ about their FEC program and how the local funding community engages with their program.

Reporting

The Partner will be responsible for one brief Final Report to the CFE Fund using the CFE Fund’s online grant portal. This report will include details on the technical assistance provided, and a financial overview of how the stipend was spent (estimated due date February 2021).

RESOLUTION #2020-0XX

BY THE COMMITTEE ON WAYS & 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, the administration is submitting fees for consideration and approval for bicycle lockers which will begin operation prior to the new fiscal year; and

WHEREAS, the Public Service Department desires to offer these services at fees that recover a portion of the costs of providing these lockers; and

WHEREAS, the new fees proposed are to compensate the Public Service Department for operating and maintaining the lockers and administering the mobile application for use of the lockers.

NOW, THEREFORE, BE IT RESOLVED the Lansing City Council approves the fee schedule for bike locker rentals as stated below, effective on the date of passage of this resolution.

BICYCLE LOCKER RENTAL PROPOSED FEES:

Daily (calendar day)	\$ 1.00
Weekly (7 days)	\$ 5.00
Monthly (up to 31 days, depending on month)	\$12.00



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: Forest Road TAP Grant

DEPARTMENT: Public Service

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Mitch Whisler, mitch.whisler@lansingmi.gov, x4249

APPLICATION DATE: December 2020 AWARD DATE: 1/15/2021

GRANT CYCLE: FY 2022 Check One: ___ Annual One-Time

FUND AMOUNT: \$192,799 (Breakdown below should total this amount)

GOODS & SERVICES

PERSONNEL

CONSTRUCTION \$192,799 (max)

LAND \$0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): \$ 48,195

GRANT PAYS FOR: Construction of shared use pathway along Forest Rod from east of I-496/US-127 to Harrison

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

Purpose of the grant is to create a pathway link between the Bear Lake pathway, which will be completed in 2021, to Harrison Road and the non-motorized facilities that continue east on Forest Road and north on Harrison Road. The grant will pay for construction of shared use pathway along Forest Rod from east of I-496/US-127 to Harrison. Other funding sources will pay for a pathway and bike lane south on Collins Road to Jolly Road. All this will be constructed in 2021.



Virg Bernero, Mayor

City of Lansing

Inter-Departmental Memorandum



To: Andy Schore, Mayor

From: Mitchell Whisler, Interim Transportation Engineer

Subject: CITY COUNCIL AGENDA ITEM - Tap Grant: TCRPC – Forest Road/Collins Road non-motorized project

Date: January 19, 2021

The City of Lansing Public Service Department is seeking grant acceptance for a Tri-County Regional Planning Commission TAP grant in the total TAP project amount of \$240,974 for the construction of a non-motorized facility along Forest Road from just east of US-127 to Harrison Road. The federal portion of the TAP grant is \$192,799 and the required match for the TAP grant is \$48,195.

This funding will be coupled with MEDC, CMAQ, STU and HIPU funding to leverage a total project cost of \$3,278,594. The required match for all funding sources is \$315,696. This is approximately 10 percent of the entire project.

Please forward this resolution to City Council for placement on the Agenda.

If you have any questions, or need additional information, please give me a call.

Attachments

“Equal Opportunity Employer”

RESOLUTION #2020-###

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

WHEREAS, the Public Service Department of the City of Lansing received a Conditional Commitment letter from the Michigan Department of Transportation of our selection to receive a Federal Transportation Alternatives Program (TAP) grant totaling up to \$192,799 in federal funds for the Forest Road/Collins Road non-motorized project (JN 207037); and

WHEREAS, the local match is 20% up to \$48,195 of the total estimated TAP project cost of \$240,974; and

WHEREAS, the grant is for the Construction of a non-motorized pathway along Forest Road between US-127 and Harrison Road; and

WHEREAS, the TAP funds will be programmed with CMAQ funding with a total phase budget of \$400,120; and

WHEREAS, the federal CMAQ funding is \$320,099 and local match is 20% up to \$80,025; and

WHEREAS, the TAP and CMAQ funded project will be constructed and bid with the Collins Road Project (JN 211718); and

WHEREAS, the Collins Road project includes a mix of non-motorized off and on road facilities as well as pavement rehabilitation along Collins/Forest Road between Harrison Road and Dunckel Road; and

WHEREAS, the Collins Road project utilizes STU and HIPU funding with a total phase cost of \$937,500; and

WHEREAS, the federal STU and HIPU funding is \$750,000 and local match is 20% up to \$187,500; and

WHEREAS, the total project cost for both JN 207037 and JN 211718 is \$1,578,594; and

WHEREAS, the total federal funding is \$1,262,898 and local match is 20% up to \$315,696; and

WHEREAS, the JN 207037 and JN 211718 will be coordinated with a \$1,700,000 MEDC state legislative funding project; and

WHEREAS, the MEDC funding will be used for reconstruction of the Forest Road and Collins Road intersection, approaches to the intersection and construction of non-motorized elements adjacent the intersection and approaches; and

WHEREAS, the MEDC funding does not require local match; and

WHEREAS, the Public Service Department is requesting acceptance of the TAP grant; and

WHEREAS, the proposed enhancements are identified in the Non-Motorized Transportation Plan; and

WHEREAS, the proposed enhancements are identified in the Tri-County Regional Planning Commission's Transportation Improvement Program; and

WHEREAS, the City of Lansing recognizes the importance of the continued maintenance of these and other enhancements and has committed to implementing a maintenance plan/program over the design life of the facility constructed with TAP funding and has budgeted sufficient monies to ensure the continued maintenance of the enhancements; and

WHEREAS, Mitch Whisler, Interim Transportation Engineer for the Public Service Department, will act as the agent on behalf of the Forest Road/Collins Road non-motorized project; and

WHEREAS, the Administration and the City Council recognize the importance and need for safe, alternate modes of transportation for all users;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves acceptance of the Transportation Alternatives Program grant for the purposes of funding of non-motorized improvements to Forest Road between US-127 and Harrison Road.

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

RESOLUTION #2020-###

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 Lifetime Sports League Team Registration fees which will begin prior to the new fiscal year; and

WHEREAS, the Parks and Recreation Department desires to continue a program of recreational adult softball available to residents of Lansing and non-residents of Lansing; and

WHEREAS, the Parks and Recreation Department desires to offer these services at fees that recover and rebuild the loss of revenue due to COVID-19; and

WHEREAS, the new fees proposed are to offer a discount for a 10-day early registration fee to entice softball teams and players to return to the Department of Parks and Recreation and offset the losses from 2020; and

WHEREAS, after the 10-day early registration period the current approve fee will apply;

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 Recreation Equipment and Services:

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

LIFETIME SPORTS EARLY REGISTRATION PROPOSED FEES:

<u>Program</u>	<u>Current Fee</u>	<u>Proposed 10-Day Early Fee</u>
Adult Softball Team Fee Before and After Date for Registration	\$325.00	\$225.00
Adult Softball Team Fee Class Ball Before and After Date for Registration	\$260.00	\$160.00
Adult Softball Team Fee Recreation Before and After Date for Registration	\$240.00	\$140.00

RESOLUTION #2020-###

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

That the following remaining balances as of June 30, 2020 (and June 30, 2019 for Human Service Agencies) be reappropriated in Fiscal Year 2020/2021 as indicated:

<u>Appropriation</u>	<u>Description</u>	<u>Unencumbered</u>
<u>GENERAL FUND</u>		
General Fund	Use Of Fund Balance	\$ 707,584
Fire Operating	EOC Upgrades	133,700
Police Operating	Safety Doors - Ops Center 1st Floor	25,000
Human Service Agencies	Human Services Discretionary	287,382 (1)
Human Service Agencies	Grant Match Fund	20,000 (1)
Human Service Agencies	Community Problem Solving	7,642 (1)
Human Service Agencies	Community Mental Health	25,000 (1)
Human Service Agencies	Community Mental Health Board	4,000 (1)
Human Service Agencies	Youth RFP 14-19	22,340 (1)
Human Service Agencies	S Side Comm Dev Assoc	10,000 (1)
Human Service Agencies	Kids Cafe After School Nutrition	48,780 (1)
Human Service Agencies	MSU PAS	40,000 (1)
Human Service Agencies	Epic Northside Youth Programs	18,500 (1)
Human Service Agencies	Chronic Homeless Outreach	22,966 (1)
Human Service Agencies	Project Homeless Connect	42,274 (1)
General Fund Total		<u>\$ 707,584</u>

(1) Restricted funds that are required to be carried forward per ordinance provisions



Andy Schor, Mayor

Linda Sanchez-Gazella, HR Director

CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES


8th Floor, City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933

Benefits/Classifications
Labor Relations/Recruitment
Safety/Selection/Training
Worker's Compensation

(517) 483-4004 (Voice/TDD)
(517) 483-6064 (General Fax)
www.lansingmi.gov (Website)

MEMO

To: Andy Schor, Mayor
Nicholas Tate, Deputy Mayor

From: Linda Sanchez-Gazella, HR Director 

Date: January 20, 2021

Subject: Segal Waters Consulting Contract

Please let this memo serve as justification for obtaining a sole source contract with Segal Waters Consulting for the period of one year and the cost of twenty-one thousand dollars (\$21,000).

Several of the Collective Bargaining Agreements (CBA) that the City is a party to have provisions with respect to reclassification of positions. A Request for Proposal was submitted in the summer of 2019 and Segal Waters was the only vendor to respond.

This contract with Segal Waters Consulting is a necessity to serve our employees with respect to obtaining classification reviews of their job descriptions. These reviews must also be done when creating new positions within departments and whenever there is a substantive change to a job description. It is my understanding that during the Fall of 2017 Segal Waters Consulting went through the process of benchmarking our job descriptions to be able to perform the reclassifications. This process involved sending every applicable job description to Segal Waters Consulting to be reviewed and assessed by their staff. The City's wage scales for the applicable bargaining units also were sent to Segal Waters Consulting to align the pay grades with their evaluator tool. This was a time consuming and costly process for the Department of Human Resources and it is reasonable to believe that this type of review would have to be repeated if we were able to contract with another vendor. Segal Waters Consulting also provided an information segment on their Job Description Questionnaire with instructions on how to fill out the applicable questions to begin a reclassification process. This presentation was provided to the Union Representatives and Stewards. It is likely that this process would have to be repeated as well if the City could not proceed with Segal Waters Consulting. Due to the CBA requirements and the fact that Segal has been performing our classification reviews, they are the only vendor that can perform these duties in the near term.

It is also my understanding that the City has not had a compensation study in a number of years, which may present a barrier to finding another vendor to take on these reclassifications.

For the reasons stated above I respectfully request that you grant approval for this sole source contract. If you have any questions or concerns please direct them to my attention.

"Equal Opportunity Employer"



Andy Schor, Mayor

LANSING POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

CHIEF DARYL GREEN

120 WEST MICHIGAN AVENUE
LANSING, MI 48933
PHONE: (517) 483-4801
FAX: (517) 377-0162
daryl.green@lansingmi.gov



Daryl Green, Chief

To: Council President
From: Daryl Green
Date: December 31, 2020
Subject: CARE Grant Proposal Request

City Council President

The Lansing Police Department is the fiduciary agent for the Capitol Area Response Effort (CARE) program. CARE serves domestic victim/survivors in Lansing, Lansing Township, Meridian Township, East Lansing and on Michigan State University's campus. CARE is funded by the Victims of Crime Act (VOCA) grant of which City of Lansing - LPD is the fiduciary agent and provides office space to the initiative.

CARE is requesting for LPD to pursue a one-time grant opportunity for additional funding so they can purchase a vehicle. LPD is notifying the City Council that it is applying for this grant.

This is a great opportunity to increase the effectiveness and efficiency of the C.A.R.E. program, see attached funding proposal.

The following is for your information.

Respectfully,

Daryl Green

Daryl Green
Chief
Lansing Police Department

“Capital City’s Finest”

Budget Revision Request Form

Agency Name CARE Program

CVA# 20457-24V18

Grant Program: Identify the grant program this request is intended for.

VOCA

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> CVS-VOCA Crime Victim Assistance | <input type="checkbox"/> VUND-VOCA Services to Underserved Victims | <input type="checkbox"/> VOCAT-Training for Crime Victim Service Professionals |
| <input type="checkbox"/> SASRV-Sexual Assault Victim Services | <input type="checkbox"/> SUPVS-Supervised Visitation and Safe Exchange | <input type="checkbox"/> CVAN-VOCA Resources for Victim Assistance Programs |
| <input type="checkbox"/> CACD-CAC Development | <input type="checkbox"/> SVEA-Services to Victims of Elder Abuse | <input type="checkbox"/> TSHV-Transitional Supportive Housing |
| <input type="checkbox"/> TRBVS-Tribal Victim Services | <input type="checkbox"/> Other Please Specify: _____ | |

Match Waiver: Are you requesting a match waiver in addition to the increased funding? **This waiver will apply for your entire grant not just the increase.**

- No Match Waiver Partial Match Waiver (10%) Full Match Waiver

1. Please describe the extenuating circumstances impeding your program's ability to partially or fully match the VOCA grant funds requested.

Revision Request Explanation: Explain the need for the revision.

2. Increase(s): State why item(s) being increased must have additional funding. Be specific as to what cost items are affected, whether a cost item is being changed, or added to the budget.

1. Vehicle: New cost item. The CARE Program does not currently have a program vehicle. CARE advocates provided transportation services to 122 survivors and their dependents in fiscal year 2020, using personal vehicles. If approved for this funding, CARE will purchase a program vehicle that prioritizes passenger safety. It will be large enough to accommodate larger families, children with car seats, wheel-chair users, pets, and survivors who are fleeing with their belongings.
2. Desktop computer: New cost item. CARE has a small room attached to the lobby that will be converted into a computer room if this request is approved for any CARE client to use to apply for DHS benefits, attend Zoom court, and print off forms to acquire assistance or vital documents.
3. Webcams: New cost item. (4) for each staff computer to attend virtual community meetings (SART, domestic violence coordinating council, housing), virtual trainings for advocates, and virtual meetings with survivors. (1) for the computer room that will be available to CARE clients to use for Zoom court.
4. TV: New cost item. This TV would be used for direct service waiting in the CARE lobby - there is currently no TV in that space
5. Shelving: New cost item. Shelving would be used for storage in the CARE office space.
6. Relocation Assistance: New line item. CARE worked with over 1,000 survivors of domestic violence in fiscal year 2020, many of whom needed to relocate for their safety and were unable to due to financial barriers. The pandemic has increased barriers for relocating for survivors.
7. Conference Room Chairs: New cost item. The CARE building is used for SART and the Capital Area Domestic and Sexual Violence Coordinating Council meetings. It is also used for meetings with survivors, law enforcement, and volunteer in-service meetings. It is in need of a full set of chairs to accommodate these meetings.

3. Impact: What impact and impact magnitude will this change have on program performance? How will the program be affected if this request is not approved?

1. Vehicle: This improvement will make our transportation services (and subsequently all of our services) more accessible to survivors. Transportation services provided by CARE nearly doubled from quarter 1 of fiscal year 2021 to quarter 4. CARE is providing more transportation due to the pandemic. Vulnerable populations who are more at-risk of COVID-19 cannot ride on public transportation. A large van would allow space between the passenger and CARE advocate and accommodate children. CARE advocates provide transportation to shelter, food banks, medical appointments, DHS, and to the CARE office for Zoom court, to apply for a personal protection order, attend prosecution interviews via Zoom, crisis intervention, and other services.
2. Desktop computer: Computer access is a barrier for many survivors - this need has increased during the pandemic as public libraries and schools are closed. Currently, survivors can come in to the office and work on a computer with an advocate, but another computer would allow clients to come in and work on their own, with access to an advocate who is able to work on their own computer at the same time, increasing program services provided and efficiency.
3. Webcams: This will allow advocates to be involved in community discussions around improving coordinated services. It will allow advocates to hold virtual meetings with clients who

INTENTIONALLY BLANK

