



**AGENDA**  
**Committee on Ways and Means**  
**Friday, February 19, 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](mailto:sherrie.boak@lansingmi.gov)

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

**UPDATED 2/16/2021**

Councilmember Wood, Chair  
Councilmember, Vice Chair- vacant  
Council Member Spadafore, Member

- 1. Call to Order**
- 2. Public Comment on Agenda Items**

**3. Minutes**

- February 5, 2021

**4. Discussion/Action:**

- A.) RESOLUTION – Donation Acceptance; Francine Dye Living Trust
- B.) RESOLUTION – 2020 Justice Assistance Grant
- C.) RESOLUTION – Grant Acceptance; Michigan State Housing Development Authority (MSHDA) Emergency Rental Assistance Grant for the Department of Human Relations and Community Services
- D.) SOLE SOURCE - Human Resources; Segal Waters Consulting; Vendor for Classification Services

**5. Other**

- UPDATE – Retirees Healthcare Savings– Chief Strategy Officer-**Pending to 3/5/2021**

**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, February 5, 2021 @ 2:00 p.m.**

<https://us02web.zoom.us/j/81382997422>; ID 813 8299 7422 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 2:00 p.m.

### **Members Present via audio/video**

Council Member Carol Wood, Chair remotely from Lansing, Michigan

Council Member Brandon Betz, Vice Chairperson (absent)

Council Member Peter Spadafore, remotely from Lansing, Michigan

### **OTHERS PRESENT**

Sherrie Boak, City Council Office Manager

Mary Bowen, OCA

Amber Paxton, Financial Empowerment

Andy Kilpatrick, Public Service

Brett Kaschinske, Parks and Recreation

Robert Widigan, Finance Director

Jake Brower, Budget Director

Eric Brewer, Council Internal Auditor

William Engelter, LPD

### **Public Comment**

No public comment at this time. Council Member Wood noted two items on the agenda will be moved to February 19<sup>th</sup>. One was the sole source from HR and the retiree healthcare update.

### **Minutes**

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES FROM NOVEMBER 13, 2020 AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 2-0.

### **Discussion/Action:**

RESOLUTION – Grant Acceptance; Cities for Financial Empowerment Fund, Expert City Stipend Award

Ms. Paxton briefly outlined the annual one-time grant, which is not automatically repeated, therefore the need to present to Council at this time for the Financial Empowerment to provide guidance. This year it is with Richmond County, VA, and Washtenaw County, Michigan. The \$10,000 is a stipend, and there is no proof of expenses needed, but is used for the

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communications with those communities. This will go into budget and they will have until 5/31/2021 to expend. Council Member Spadafore asked with current travel restrictions, how they will advise those communities. Ms. Paxton stated it is gaged by the verified assistance provided by the City. Council Member Wood asked why, since it began 9/15/2020, why Council is just seeing it, and was told there was an initial delay with the OCA on the language with the presiding law. It was then submitted in November or December in 2020, but due to timing of this Committee schedule, this was the first meeting. Council Member Wood asked Mr. Brewer if there were any issues with the grant, and Mr. Brewer stated he had no concerns.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE GRANT FOR THE EXPERT CITY STIPEND AWARD. ROLL CALL VOTE, MOTION CARRIED 2-0.

RESOLUTION – Bike Locker Fees; Fee Change

Mr. Kilpatrick stated several years ago there was a grant for lockers, and now that they are installed, they are now proposing fees. The proposed fees are daily, weekly and monthly. The lockers are located near State complexes, and 2 locations can only be rented by State employees. The remaining 4 are public, and he offered to provide a map of the locations before the Council meeting on 2/8/2021. Mr. Kilpatrick explained the process to reserve lockers, make payments, and utilizing a phone app. He stated he would look into the cash options also, adding the City is no removing the traditional bike racks. Council Member Wood asked what the charge was on the app company, and Mr. Kilpatrick stated that the City is not paying an actual cost to run the app, but 20-30% of fee collected, and that is not incorporated into an increased rental fee. Mr. Brewer asked how many batteries the lockers go through, what the expenditures are to operate on a monthly basis. Mr. Kilpatrick stated that since they are new they do not have exact expenditure costs, but a battery costs between \$8-\$10 and then the cost of labor to change. They do not believe they should would make money until 10-15 years, and the fees cannot exceed the cost to do business. Council Member Wood asked for a report in the future and asked about procedures during COVID.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE BIKE LOCKER FEE CHANGE. ROLL CALL VOTE, MOTION CARRIED 2-0.

RESOLUTION- Grant Acceptance; Tri-County Regional Planning Commission Transportation Alternatives Program; Grant for Forest Road/Collins Road

Mr. Kilpatrick explained that the City has secured funding sources to do improvements and this grant is for the pathway along Forest road. There is also federal funding to redo Collins from Harrison to Dunkel, reconfigure the bike lanes and State funds for improvements on Forest road and a round-about at Forest and Collins. This grant specifically is for the path portion selected by Tri-County Regional Planning Commission. Council Member Wood asked about any topography that might be effected and Mr. Kilpatrick confirmed there will be trees be removed and replaced. Mr. Kilpatrick was asked to inform the residents, neighborhood associations and MSU about this, and he confirmed during they project they have met with them, but once the plans are 100% they will have final meetings with MSU and the associations. He was also encouraged to speak to Council Member Garza since it is in his Ward. Mr. Brewer had no comments.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE GRANT FOR THE FOREST ROAD/COLLINS RAOD TRI COUNTY REGIONAL PLANING TRANSPORTATION PROGRAM. ROLL CALL VOTE, MOTION CARRIED 2-0.

Mr. Kilpatrick explained the process, noting the funds will be run through Ingham County and the City will not be the fiduciary. The County could ask for direct expenses but there is no match on the State funding. Council Member Wood asked if the City was getting the funds for the roads, and Mr. Kilpatrick confirmed they are City roads so they will, and the only reason the County is involved is because of how it is written. The City will run the bid for the project and the County will be involved so they concur with the final determination. Council Member Wood asked Council Member Spadafore to ask about the project at his next Tri Council Regional Planning meeting.

RESOLUTION- Proposed Fees; Reduced Parks & Recreation Department Softball Fees for Early Registration

Mr. Kaschinske informed the Committee that they are proposing this now, instead of with the new budget so that they can begin early registration March 1<sup>st</sup> with the new fees. This was initiated because Delta Township is also doing it. Mr. Kaschinske then explained the breakdown the discount rate would be reduced by \$100 for each of the rates, and will be in effect for a set 10 day period. Council Member Wood asked if they expected less teams because of COVID, and Mr. Kaschinske acknowledged no, but they would be spacing the games out more to accommodate the COVID requirements by the Health Department. Council Member Wood then referred to the budget and the assumption that was expected for revenue, and asked how that would impact. Mr. Kaschinske informed the Committee that if they get all the teams back from 2019, it would be \$325/team for 16 teams, the \$260/team rate had 21 teams, and the \$240/team rate there were 38 teams. If they all sign up early that would be a loss of \$6,500. Mr. Brewer had no comments.

**MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE SOFTBALL EARLY REGISTRATION FEE CHANGES.**

Council Member Wood asked about the impact of the \$6,500, how it would affect the budget and if it can be absorbed. Mr. Brower stated it would depend on the expenditures, and per the quarterly report, Parks and Recreation was at 36.4% of their budget and expected to be 46%. It will have to be considered with other revenues.

**ROLL CALL VOTE, MOTION CARRIED 2-0.**

RESOLUTION – Budget Carryforwards FY 2020

Mr. Brower outlined the carry forwards in the resolution, such as the LFD Upgrades, LPD Security and the carry forwards of the Human Service Department unspent funds, and he clarified that this actually address two (2) years of carry forwards. Mr. Engelter detailed the upgrades with LFD technology including upgrades to the outside warning signals in the City. They have currently put in a CIP, and planned to replace them last year but were not able to so want to carry forward so the funds are not lost. Council Member Spadafore spoke in support of the LFD CIP, and asked Mr. Brower about the use of the fund balance, and if those funds in the previous FY were unspent and went into the Fund Balance from FY2019, can they be pulled from the fund balance and put back into this specific account. Council Member Spadafore asked why the funds from HRCS were carry forwards, and not making those agencies reapply. Mr. Brower explained to the Committee that this is required by City Ordinance. HRCS has to go through the agencies that did not use their funds and determined if they are still needed. Council Member Wood added to the explanation that in the past, at the end of the fiscal year, these roll over back into the same HRCS accounts until HRCS comes to Council to move them if the agencies say they still need those funds. Council Member Wood noted if the Committee wanted to wait, HRCS could be asked to

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the next meeting to explain. Council Member Spadafore asked if each department needs to be separated out. OCA indicated that during Council action, Council can asked to be recused.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE BUDGET CARRYFORWARDS FOR FY 2020.

Council Member Wood asked for the status of the security doors at the operational center, and Mr. Brower stated the interior doors are being upgraded where the connection is between the school and the LPD.

Mr. Brewer had not comments on this item.

ROLL CALL VOTE, MOTION CARRIED 2-0.

SOLE SOURCE- Human Resources; Segal Waters Consulting; Vendor for Classification Services  
Council Member Wood noted that Ms. Sanchez –Gazelle was not able to attend, so this item is moved to the next Committee meeting, February 19, 2021.

**Other**

PLACE ON FILE – GRANT APPLICATION NOTIFICATION; Capitol Area Response Effort (CARE) and Victims of Crime Act (VOCA) Grant; Lansing Police Department  
MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL VOTE, MOTION CARRIED 2-0.

UPDATE – Retirees Healthcare Savings– Chief Strategy Officer

Council Member Wood informed the Committee and public that Ms. Kehler was not able to attend this meeting, and so this discussion and update would take place at the next meeting, February 19, 2021.

Council Member Wood noted that the Peace Initiative was referred to the Committee, but she was also aware that the County would not be doing anything until their next budget cycle, so the Committee could speak to the Administration about putting funds in the FY 2021/2022 budget. Council Member Spadafore asked Mr. Brewer to review the TMO items and see if there are any outstanding debts to the City not reflected in the deal.

Council Member Wood asked for the Administration in the future to make sure applicants do not have any outstanding unpaid permits, fees and fines.

Council Member Spadafore noted to the Committee that he will be meeting with Mr. Brewer regarding the creation of an Auditing Committee.

**ADJOURN**

Adjourned at 3:04 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee on \_\_\_\_\_

**RESOLUTION #2021-###**

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

WHEREAS, Ms. Francine M. Dye, a Lansing School District teacher for over thirty years, passed away on November 21, 2019; and

WHEREAS, in Ms. Dye's Trust, the Lansing Police Department Canine Unit was listed as a beneficiary; and

WHEREAS, the amount of the Trust calculated to be received by LPD is \$9,675.79; and

WHEREAS, LPD's Canine Unit intends to use the donation as follows:

\$1,200	K-9 Baseball Cards to Utilize During Demonstrations
\$1,300	Professional Dog Grooming Basin
\$1,350	12' Agility Dog Walk
\$1,300	Agility A-Frame
\$675	Agility See-Saw
\$625	Agility Tire Jump
\$370	Agility Tunnel
\$120	Agility Tunnel Stabilizers
\$150	(2) Agility Jumps
\$160	Agility Platform
\$800	(2) Dogtra Remote Ball Droppers for Scent Wall
\$1,000	Lumber, PVC Pipe, and Hardware to Build Scent Wall
<hr/>	
\$9,050	Total

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of this donation from Ms. Francine Dye's Trust in the amount of \$9,675.79; and

BE IT FINALLY RESOLVED, that 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 awarded grant funds.



## LANSING CITY COUNCIL

### GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 2/19/2021

GRANT NAME: Byrne Justice Assistance Grant (JAG) 2020

DEPARTMENT: Police

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Joe McClure ([Joe.Mcclure@lansingmi.gov](mailto:Joe.Mcclure@lansingmi.gov) 483-4808)

APPLICATION DATE 11/9/2020 AWARD DATE: 10/9/2020

GRANT CYCLE: 10/1/2019 9-30-2023 Check One: \_\_\_Annual  One-Time

FUND AMOUNT: \$106,246 (Breakdown below should total this amount)

GOODS & SERVICES \$95,517

PERSONNEL \$0.00

CONSTRUCTION \$0.00

LAND \$0.00

OTHER (To Sub-recipient Ingham County) \$10,729

CITY MATCH (IF APPLICABLE): \$0.00

GRANT PAYS FOR: Radio Link Network Expansion (\$95,517) / Digital Media Analytical Device/Sftw (\$10,729)

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

The purpose of the grant is to fund LPD's upgrading and expansion of its camera system by placing cameras on a radio link network as opposed to the current system which uses cellular and fiber to relay video image. Ingham County Sheriffs' Office is committed to using their portion of the funds to purchase digital media analytical devices and the related software



Andy Schor, Mayor

## Lansing Police Department Investigation Division

### **Captain Robert Backus**

120 West Michigan Avenue  
Lansing, MI 48933  
Phone: (517) 483-6883  
Fax: (517) 483-6875  
robert.backus@lansingmi.gov



Daryl Green, Chief

January 29, 2021

Byrne JAG 2020 Technology Grant  
Amount Awarded: \$106,246.00 (\$95,517-LPD, \$10,729-Ingham Co. Sheriff Office)  
Projects: Radio Link Network (LPD) and Data Analytic Software (ICSO)  
Status: Awarded but Not Accepted

The Lansing Police Department was awarded a formula grant from the Byrne JAG. The Lansing Police Department intends to use the funds to further the transition from cellular operated public surveillance cameras to a radio link network. Lansing is also the fiduciary for the Ingham County Sheriff's Office (ICSO) allocated funds from the Byrne JAG. The ICSO intends to use its funds to purchase software for their Investigation's Division to purchase data analytical software.

The Lansing Police Department is currently in the process of placing several of its public video system (PVS) cameras onto a radio link system to replace the cellular and fiber networks in use now. The current system incurs a monthly charge for each of its sites depending on the type of connectivity and the number of cameras at each site. Additionally, other departments within the city utilize video cameras. The radio link system is also an expansion of the system currently used by the Waste and Water Department to control and monitor its operations throughout the city. The PVS cameras are currently limited by the cellular service provided due to their large data usage and the provider's need to reduce the level of service at some point each month to conserve its overall service to the region. As a result, several of our cameras are unreliable due to the poor cellular signal in certain areas. In addition to increasing the reliability, the radio link network will service the existing camera sites but also allow for a system which could accommodate additional connected devices in the future. This system will ultimately provide connectivity for cameras utilized by the police, fire, clerk's office, parking, IT, traffic division and parks and recreation. Once the radio link system is operational, none of these sites will require the monthly connectivity charges currently charged to multiple city departments by IT.

Camera use is now a key component of Lansing Police investigations. Several examples highlighting this are:

- Homicide (2020)-Pleasant Grove/Holmes-PVS captured the suspect before, during and after the shooting
- Shooting-Knollwood/Willow-PVS captured the suspect vehicle before and after the crime
- Homicide (2020)-Richwood/Louisa-PVS captured the accused moving evidence into and out of the apartment
- Shooting -Baker/Lyons-PVS captured the victim being shot by the accused and actions immediately after
- Homicide (2017)-Baker/Lyons-PVS captured the entire incident outside of nearby party store
- Homicide (2019)-3900 Burnaway-PVS captured suspects fleeing in relation to a shooting in the apartment complex nearby
- Vehicle theft-Walton/LeGrand-PVS captured the suspect vehicle which left a stolen trailer recovered by LPD
- Armed Robberies (2019)-multiple incidents-PVS cameras identified the same vehicle used at multiple armed robberies which led to officers locating the suspects.
- Assault-400 S. Washington-captured a fight between two suspects which assisted in the charging of the accused party
- Hit and Run-Michigan/Capitol-captured multiple angles of a citizen hit in the road and driver fleeing the scene. Still photos from camera led to identification and charges.

The Byrne JAG is a three year grant. It is anticipated this project will be completed within 12 months due to the familiarity of the system and the fact similar efforts are currently in use and can be expanded.

Thank you for your consideration on this matter.

Sincerely,

Robert Backus

***"Neighborhood Strong"***

**RESOLUTION #2021-###**

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

WHEREAS, the Lansing Police Department (LPD) submitted a 100% Federally-funded multi-jurisdiction grant application (#2020-H8927-MI-DJ) to the Office of Justice Programs, U.S. Bureau of Justice Assistance for a four-year Justice Assistance Grant (JAG); and

WHEREAS, the LPD JAG application was endorsed by Ingham County, and was accepted by the Bureau of Justice Assistance (award # 2020-DJ-BX-0882); and

WHEREAS, the JAG grant is a cooperative plan with Ingham County; and

WHEREAS, the Bureau of Justice Assistance will award \$106,246.00 to be split \$95,517.00 to the City of Lansing and \$10,729.00 to the County of Ingham; and

WHEREAS, the federal award of \$106,246.00 requires no local match from either of the local agencies; and

WHEREAS, the LPD will utilize its share of the JAG grant to fund upgrading and expansion of its camera system by placing cameras on a radio link network as opposed to the current system which uses cellular and fiber to relay video image; and

WHEREAS, the upgrade will allow the cameras to operate without the monthly recurring cost of fiber and cellular contracts; and

WHEREAS, Ingham County Sheriffs' Office is committed to using their portion of the funds to purchase digital media analytical devices and the related software.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the multi-agency 2020 Justice Assistance Grant in the total amount of \$106,246.00 (requiring no local match) for the grant period beginning October 1, 2019 and ending September 30, 2023; and

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.

LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 2/4/2021

GRANT NAME: Michigan State Housing Development Authority (MSHDA) Emergency Rental Assistance Grant

DEPARTMENT: HRCS

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Director Kim Coleman 483-4482

APPLICATION DATE: Pending AWARD DATE: upon Legislative appropriation

FUND AMOUNT: Approximately \$27,278,000, subject to Michigan legislative appropriation and final MSHDA determination.

CITY MATCH (IF APPLICABLE): 0

GRANT CYCLE: Ending September 30, 2021 (see attached) Check One: Annual  e-Time

GRANT PAYS FOR: The City of Lansing is the designated collaborative applicant and fiduciary for Lansing, East Lansing, Ingham County CoC for emergency rental assistance for qualified residents adversely affected by the coronavirus pandemic. No application process required for the City of Lansing.

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):

City HRCS and participating agencies, for the benefit of Ingham County, Michigan.

**RESOLUTION # \_\_\_\_\_**  
**BY THE COMMITTEE OF THE WHOLE**  
**RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

**WHEREAS**, the City of Lansing, Michigan's (City's) Department of Human Relations and Community Services (HRCS) as the Collaborative Applicant and fiduciary for the Continuum of Care for the Lansing, East Lansing and Ingham County area, will be receiving a grant of funds from the Michigan State Housing Development Authority (MSHDA) under the U.S. Treasury Department Consolidated Appropriations Act of 2021 (Act) for the Emergency Rental Assistance Program; and

**WHEREAS**, the awarded funds will help provide Emergency Rental Assistance payments for qualified participants adversely affected by the coronavirus pandemic with the cooperative participation of at least the following agencies: Advent House Ministries, Holy Cross Services, Capital Area Housing Partners and HRCS, for a period ending September 30, 2021 with the possibility of a qualifying three month extension; and

**WHEREAS**, HRCS is to receive from MSHDA in the aggregate a grant amount of up to **\$27,278,000**; and

**WHEREAS**, each participating agency in addition to and including HRCS shall be responsible for compliance according to the established guidelines and documentation requirements as established by the Act and MSHDA; and

**WHEREAS**, because awarded funds will be disbursed by MSHDA in part in arrears on a reimbursement basis and in part on a proportionate advance basis, MSHDA has recommended that the City provide for financing for rental assistance payments and other Emergency Rental Assistance Program related expenses; and

**WHEREAS**, Section 415 of the Revised Municipal Finance Act, Public Act 34 of 2001 (Act 34), states that a municipality may by resolution of its governing body, and without a vote of its electors, issue a short-term municipal security in anticipation of the receipt of grants from the United States, . . . or any agency or instrumentality of the United States . . . and may pledge for the payment of the principal, interest, and redemption premiums, if any, on that municipal security other funds held for payment of the municipal security and the proceeds of federal grants; and

**WHEREAS**, the provisions of the Emergency Rental Assistance Program provide that a portion of the proceeds of the grant may be used to pay administrative costs to fund and operate the program.

**NOW, THEREFORE, BE IT RESOLVED** the City accepts the terms of the grant as stipulated by MSHDA, and the City, on behalf of itself and HRCS, does hereby specifically agree, but not by way of limitation, and resolves, as follows:

1. That the City and HRCS, acting on behalf of the Ingham County Continuum of Care, accepts the grant and appropriates such funds as shall be necessary to operate the Emergency Rental Assistance Program, subject to the City of Lansing City Council transfer policies.

2. That the Mayor of the City and the Finance Director or their designees are authorized to create or cause to be created appropriate accounts and to authorize the transfer of necessary funds to administer and monitor the grants.
3. That the City and HRCS will maintain satisfactory financial accounts, documents, and records and make them available to MSHDA for auditing at reasonable times.
4. That HRCS will implement the Emergency Rental Assistance Program on behalf of the City, for the benefit of residents in the Ingham County geographical area, file the necessary applications and enter into any necessary agreements with or as required by the U.S. Department of Treasury, MSHDA and with any participating municipal agencies, and provide such funds, services, and materials as may be necessary to satisfy the terms of said agreements, including to request reimbursement of Emergency Rental Assistance payments.
5. That the Mayor of the City and the Finance Director or their designees are authorized representatives to sign documents on behalf of the City and HRCS relating to the Emergency Rental Assistance Program.
6. That the City and HRCS will comply and cause compliance with any and all terms of said agreements, including reporting requirements, and including all terms not specifically set forth in the foregoing portion of this resolution.
7. That the City is authorized to issue a grant anticipation note or notes pursuant to Act 34 (Notes), to finance Emergency Rental Assistance payments to eligible recipients, secured by the receipt of Emergency Rental Program grant proceeds and, if necessary in order to secure the financing, the limited tax full faith and credit pledge of the City.
8. That the Notes shall be issued pursuant to the requirements of Act 34 as a negotiated sale, and may be issued on either a taxable or tax-exempt basis, with such redemption or payment provisions as determined by the Finance Director in consultation with the City's Municipal Advisor, Robert W. Baird & Co. Incorporated, Lansing, Michigan.
9. The Mayor and the Finance Director or their designees are authorized to take any actions necessary for the issuance of the Notes, including filing an application with the Michigan Department of Treasury and negotiating the terms of the Notes with a lender.

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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](http://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"

CITY OF LANSING, MICHIGAN

**ORDINANCE NO. 1218**

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN TO AMEND SECTION 206.05 OF THE CITY OF LANSING CODIFIED ORDINANCES TO PROVIDE FOR SOLE SOURCE PROCUREMENT OF SUPPLIES, SERVICES, OR CONSTRUCTION ITEMS AND SETTING THE CRITERIA FOR SUCH PROCUREMENT

THE CITY OF LANSING ORDAINS:

SECTION ONE: Section 206.05 of Part 2, Title 2, Chapter 206 of the City of Lansing Codified Ordinances is amended to read as follows:

206.05. - Sole source procurement.

- (A) A contract for supplies, services or construction items may be awarded by the Mayor or Director, whoever is applicable, without competitive sealed bids when the Director, HAVING PERFORMED A WRITTEN ANALYSIS WITH FINDINGS PURSUANT TO THIS SECTION, determines, after conducting a good faith review of available sources AND APPLYING THE CRITERIA SET FORTH IN Section 206.05 (C), that there is only one source for supplying the requested supply, service or construction item AND NO OTHER REASONABLE ALTERNATIVE SOURCE EXISTS. The Director, along with a representative from the requesting using agency, shall conduct negotiations as appropriate. The written documentation shall be available for public inspection in the Finance Department.
- (B) The sole source procurement shall be made at the lowest obtainable price and the Mayor OR DIRECTOR shall submit a WRITTEN report, INCLUDING THE ANALYSIS AND FINDINGS REQUIRED IN SECTION 206.05, WITHIN THIRTY DAYS FROM THE DATE the transaction is CONSUMMATED, to the City Clerk and CITY Council identifying sole source procurement contracts equal to or in excess of \$15,000.00 awarded by the City, the name of the firm(S) involved, and the prices the contracts were awarded for.
- (C) THE CRITERIA TO BE FOLLOWED BY THE DIRECTOR IN DETERMINING THAT THERE IS ONLY ONE SOURCE FOR SUPPLYING THE REQUESTED SUPPLY, SERVICE, OR CONSTRUCTION ITEM ARE:
  - (1) SPECIAL FEATURES ARE REQUIRED; OR
  - (2) SPECIAL MARKET CONDITIONS EXIST; OR
  - (3) SPECIAL SERVICES OR FACILITIES ARE REQUIRED; OR
  - (4) THE SOURCE IS UNIQUE OR SPECIAL IN NATURE; OR
  - (5) THE SOURCE IS LIMITED OR PROPRIETARY; OR

- (6) SALES TERRITORIES OR PRODUCT AVAILABILITY WITHIN LIMITED GEOGRAPHICAL BOUNDARIES REQUIRE SOLE SOURCE PROCUREMENT; OR
  - (7) WHERE STANDARDIZATION OR COMPATIBILITY IS THE OVERRIDING CONSIDERATION AND SUCH COMPATIBILITY OR STANDARDIZATION CAN ONLY BE ACHIEVED THROUGH THE PURCHASE OR USE OF A UNIQUE PRODUCT; OR
  - (8) WHERE A PRODUCT OR SERVICE IS SPECIFICALLY IDENTIFIED AS PART OF A GRANT AWARD.
- (D) THIS SECTION IS SUBJECT TO SECTION 206.17., UNAUTHORIZED PURCHASES.

SECTION 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules, inconsistent with the provisions hereof are hereby repealed in their entirety and shall be void and of no effect.

SECTION 3. Should any section, clause or phrase of this Ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part declared to be invalid.

SECTION 4. This Ordinance shall take effect on the 30<sup>th</sup> day after enactment unless given immediate effect by the City Council.



Chris Swope, CMMC/MMC  
Lansing City Clerk

I hereby certify that the foregoing is true  
and is a complete copy of the action  
adopted by the Lansing City Council.

INTENTIONALLY BLANK

