MINUTES
Committee on Ways and Means
Friday, May 7, 2021 @ 3:15 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 3:15 p.m.

Members Present via audio/video
Council Member Carol Wood, Chair, remotely from Lansing, Michigan
Council Member, Adam Hussain, Vice Chair, remotely from Lansing, Michigan
Council Member Peter Spadafore, remotely from Lansing, Michigan- arrived at 3:28 p.m.

OTHERS PRESENT
Sherrie Boak, City Council Office Manager
Lisa Hagen, OCA
Joe Abood, OCA
Greg Hoffman, Tri County Regional Planning
Terri Taylor
Joe McClure, LPD
Officer Backus, LPD
Don Kulhanek, EDP
Brian Jackson, Deputy City Clerk
Andy Kilpatrick, Public Service
Amanda O'Boyle, LPD

Minutes
MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM APRIL 12, 2021. AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 2-0.

Public Comment
No public comment at this time.

Discussion/Action:
DISCUSSION - Tri County Regional Planning Commission Audit
Mr. Hoffman briefly referenced the document, specific to highlighting page 3 and 4. The document originally placed on file was not scanned in 2 sided, so Mr. Hoffman was asked to send the document again. (Page 3 and 4 are attached to these minutes since those were referenced.) Mr. Brewer confirmed it was a clean audit.

Council Member Wood placed the document on file, and asked for a complete document since some pages were missing due to two-sided.

RESOLUTION - Appointment; Terri Taylor as a Citizen Member of the Police & Fire Retirement Board of Trustees for a term to expire June 30, 2025 (PEND-2535)
Ms. Taylor provided updates on her past experience with assisting people with the value of funding and so at this time is looking at giving back by serving on a Board. Council Member Hussain acknowledged Ms. Taylor.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE APPOINTMENT OF TERRI TAYLOR TO THE POLICE AND FIRE RETIREMENT BOARD OF TRUSTEES. ROLL CALL VOTE, MOTION CARRIED 3-0.

RESOLUTION - Waive 2021 Cabaret Fees
Mr. Jackson explained that the Clerk's office felt since the restaurant industry was hit so hard with the pandemic, this was a small way to ease the burden and expand the entertainment industry. There have been six businesses that have already paid, and they would be paid back, and they are looking to a get a list from the Health Department to make sure they are aware for renewing next year.
Council Member Wood asked what was programmed into the budget for this item, since they will be returning $500, and Mr. Jackson stated he was not aware, but would look into that. Council Member Wood asked if they still have to get the license, and Mr. Jackson confirmed. Mr. Brewer stated the current budget has $5,000 in the upcoming proposed budget. Council Member Wood asked when it would take effect and was told upon approval of this resolution. Mr. Brewer added the current budget is $10,000.
Council Member Spadafore asked when the licenses were issued, and Mr. Jackson stated he was not sure, but it is rolling license. Council Member Spadafore then that if they are proposing to suspend the fees, going backwards it does not make sense, it would make better sense to state now.
Council Member Hussain stated the resolution specifically says 2021 refund and back to payment in 2022, which makes someone believe it is a calendar year license. Ms. Scott confirmed they all expire April 30th annually. Council Member Spadafore asked about changing the date, waiving the fee from May 1st, 2021 to April 30th, 2022, or if you buy a license before July 1 the fee is waived.
Council Member Wood asked Ms. O'Boyle to look at resolution and make corrections. Ms. Hagen stated she would make the changes.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION TO WAIVE THE 2021 CABARET FEES AMENDED. ROLL CALL VOTE, MOTION CARRIED 3-0.

RESOLUTION - Grant Amendment; Services Training Officers Prosecutors (STOP) Grant from the Michigan Department of Health and Human Services (PEND-2533)
Office Backus detailed for the Committee that this was a supplemental grant, part of the STOP grant that has already been authorized. There was a request for an analyst for the domestic violence division, so this will cover a 30 month for civilian contract for an analyst specific to that unit.
Council Member Hussain asked about the local match of $9,847. Officer Backus clarified it is 25% of the award at $128,349 over 30 months. It is 25% of this amendment to the STOP grant.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLTUION FOR THE GRANT AMENDMENT TO THE STOP GRANT FROM MDHHS. ROLL CALL VOTE, MOTION CARRIED 3-0.

<u>RESOLUTION - Grant Acceptance; Hazard Mitigation Competitive Grants (PEND-2534)</u>
Mr. Kulhanek explained to the Committee that this is a grant program with HMGP – FEMA Grant, where FEMA gives funds to demolish houses in the flood plain. He continued by noted the purpose is to reduce the number of available residences in a flood plain, and it lowers the burden on other residencies in terms of cost of flood insurance and general cost of any flood event. The resident is to approve participation and acceptance, which include procuring the homes at the appraised price, and if the owner is not satisfied with the price, they can appeal. After the appeal, if they still do not agree with the purchase price, they do not have to sell. Once the home is purchased, they will demolish it, and restore the land. Regarding matching funds, those come from CDBG and usually are all labor. Lastly, Mr. Kulhanek confirmed the Planning Board did approve it on 5/4/2021.
Council Member Wood asked if any of the proposed homes in the resolution were currently occupied, and Mr. Kulhanek confirmed they were not, and they will not pursue something that is occupied.
Council Member Hussain asked about the plans for the vacant property, and Mr. Kulhanek noted they are still considering what to use them for. Council Member Hussain then asked how many lots the City has acquired, and was told over the 14 years, they have completed 33 acquisitions.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE OF THE HAZARD MITIGATION COMPETITVE GRANTS. ROLL CALL VOTE, MOTION CARRIED 3-0.

<u>Sole Source Purchase; Public Service Department, Wastewater Division request for Collcorp Inc. – Ironbrook as the vendor for UV Disinfection System Lamps and Parts</u>
Mr. Kilpatrick informed the Committee that this is the last stage for the WWTP before the water gets discharged back into the river. Normally last the lamps last 10,000 hours at which calculates to several years.
Mr. Brewer stated he had no issues with this sole source.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE THE SOLE SOURCE ON FILE. ROLL CALL VOTE, MOTION CARRIED 3-0.

<u>Sole Source Purchase; Lansing Police Department request for the professional services of Dr. David Carter as a consultant for management analysis of traffic stops (MATS) data analysis</u>
Mr. McClure noted this sole source goes back to 2000, and they provide management analysis, is a local vendor and their work has been thorough. A report from Dr. Carter was sent via email to the Committee prior to the meeting.

MOTION BY COUNCIL MEMBER HUSSAIN TO PLACE THE SOLE SOURCE ON FILE.
Mr. Brewer had no questions.
ROLL CALL VOTE, MOTION CARRIED 3-0.

<u>DISCUSSION - Budget Policies FY2021/2022</u>
Council Member Spadafore presented his proposal to decrease the allocation of Sister Cities by $20,000 and increase the City Attorney budget to fund quarterly expungement clinics.
Regarding social equity, and how to approach that, he pursued ways to rectify the past, and so

one way was with expungement clinics. Council Member Spadafore confirmed he spoke with the OCA and they can provide technical assistance on how to start, but not act as their counsel. This proposed funding factors in time, resources, supplies, and Council will ask for an accounting breakdown of the spending. Ms. O'Boyle made herself available for questions, and outlined the process for expungement which is to remove a conviction from their record permanently. Council Member Spadafore acknowledged that he had also floated an idea of having non-profits do it the program if there was a conflict, but the OCA did not see a conflict. Council Member Wood asked if he was just amending the budget or also the budget policies, and Council Member Spadafore referred to the last paragraph of his document that outlined the language to amend the Budget Policies.
Council Member Wood reiterated that the Budget Policies are directives of where certain money or funds are supposed to be going, so if this amendment is made to the budget, does the proposed Budget Policy include a required quarterly report needed. Council Member Spadafore confirmed he would want a reporting done to include the number of residents served.
Council Member Wood asked if there were not five (5) votes of Council to amend the transfer of the $20,000 from Sister Cities, did he have another account in mind, and Council Member Spadafore stated at this time he did not. Ms. O'Boyle pointe there might also be grants that the City can apply, however at this time the OCA has not looked at that option.

MOTION BY COUNCIL MEMBER SPADAFORE TO AMEND THE BUDGET BY $20,000 FROM SISTER CITIES AND REALLOCATING TO THE CITY ATTORNEY BUDGET TO ESTABLISH A QUARTERLY EXPUNGEMENT CLINIC. ROLL CALL VOTE, MOTION CARRIED 3-0.

The Committee reviewed the remaining budget policy document and considered any other additions. Mr. Brewer noted a discussion he had with Council Member Wood on the racial funding and a control account, and concurred with having oversight of that account to see how certain things are being done.

ADJOURN

Adjourned at 4:07 p.m.
Submitted by,
Sherrie Boak, Council Office Manager
Lansing City Council
Approved by the Committee on June 4, 2021

TRI-COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS

This is part of the Tri-County Regional Planning Commission (TCRPC) annual financial report. It presents discussion and analysis of the Commission's financial performance during the fiscal year that ended September 30, 2020. Please read it in conjunction with the attached financial statements.

Financial Highlights

Our FY 2020 financial status decreased from the prior year. Net position increased by $44,902 compared to 2019 decrease of $6,803. Total Net Position is now $592,528 of which $6,637 represents capital assets. This net position will be used for operating cash-flow, match for federal funding that was not spent this year, future program shortfalls, and capital asset purchases. See Tables 1 and 2 below.

Table 1
Summarized Statements of Net Position
Governmental Activities

	Fiscal Year 2020	Fiscal Year 2019
Current and other assets	$ 1,160,703	$ 1,156,358
Capital assets, net	6,637	10,701
Total assets	1,167,340	1,167,059
Current liabilities	574,812	619,433
Investment in capital assets	6,637	10,701
Unrestricted	585,891	536,925
Total net position	$ 592,528	$ 547,626

Table 2
Changes in Net Position
Governmental Activities

	2020	2019
Net position, October 1	$ 547,626	$ 554,428
Results of operations	39,376	(2,784)
Prior period adjustments	5,526	(4,018)
Total changes in net position	44,902	(6,802)
Net position, September 30	$ 592,528	$ 547,626

For 2020 and 2019, overall revenues were $1,512,673 and $1,625,974, respectively, and overall expenses were $1,473,297 and $1,628,758 respectively, as reported in the statements of activities.

Table 3
Summarized Statements of Activity
Governmental Activities

	Fiscal Year 2020	Fiscal Year 2019
Revenues		
Federal, state, and local funding	$ 1,132,610	$ 1,261,063
Local dues	363,334	363,334
Interest	1,100	1,141
Miscellaneous	15,629	436
Total revenues	1,512,673	1,625,974
Expenses	1,473,297	1,628,758
Change in net position	$ 39,376	$ (2,784)

Overview of the Financial Statements

This annual report consists of three parts: the management discussion and analysis, the basic financial statements, and the required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Commission.

The first two statements are government-wide financial statements and provide both long and short-term information about our overall financial status. These statements present government activities.

The remaining statements are fund financial statements. They focus on the detail of each of the Commission's fund accounts. The notes to the financial statements explain information in the statements and provide a more detailed explanation.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

Government-wide Statements

The government-wide statements report information about the Commission as a whole, using accounting methods and terms normally used by private companies. The statement of net position includes all the Commission's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net position and how it has changed. Net position is the difference between the Commission's assets and deferred outflows of resources, and its liabilities and deferred inflows of resources, which is one method to measure the Commission's financial health. Over time, increases or decreases in the Commission's net position is an indicator of whether the Commission's financial position is improving or deteriorating.