

AGENDA

Committee on Ways and Means AGENDA FOR JUNE 12, 2023 AT 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

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members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
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Council Member Spadafore, Chairperson
Council Member Wood, Vice Chairperson
Council Member Jackson, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. May 22, 2023
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Grant Acceptance; AARP Community Challenge Flagship Grant for the Parks and Recreation Department
 - C. DISCUSSION - Internal Auditor- Long Term Budget Outlook
6. **Other**
7. **Adjourn**

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MINUTES
Committee on Ways and Means
Monday, May 22, 2023 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting was called to order at 4:30 p.m.

PRESENT

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

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen-Lawrence, OCA
Greg Venker, OCA
Emily Linden, Internal Auditor
Nick Montry, EDP
Andy Kilpatrick, Public Service
Desiree Kirkland, Finance
Jane DiSessa, Mayors Office
Jackson Mills, Finance

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 8, 2023, AS PRESENTED. MOTION CARRIED 3-0.

Public Comment

No public comment at this time.

Presentation

Tri County Regional Planning Commission Audits and Financial Statements

Presentation tabled for the treasurer to attend.

Discussion/Action:

RESOLUTION – Grant Application; Michigan Department of Treasury Grant for Underfunded Pensions

Mr. Venker explained this is from the State Dept, and in the current fiscal year, there were funds that were allotted to underfunded by under 60% total, immediate payoff. This would be based

on 12/31/2021, but the total amount is not yet known. The deadline for application is June 15, 2023, and this resolution is part of the requirement for application. There is an estimate of \$11-\$12 million as potential funds.

Council Member Wood stated this was discussed in Retirement Board, and confirmed they were also told the amount will be determined by the number of applications. These funds will go into the retirement investments.

Council Member Jackson asked if this is one time, and Mr. Venker stated it is. Council Member Jackson asked if ARPA funds went to the pension and Mr. Venker stated it cannot be used.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE GRANT FOR THE MICHIGAN DEPARTMENT OF TREASURY GRANT FOR UNDERFUNDED PENSIONS. MOTION CARRIED 3-0.

Place of File- Sole Source Purchase; Parks & Recreation; Most Dependable Fountains, Inc.- Vendor for three water fountain replacements at Turner Dodge House, Cesar E Chavez Plaza and Museum Drive

Mr. Kilpatrick stated this is Parks and Recreation funds, but Public Service maintenance installs. There are a number of these water fountains already in locations, and since this is the vendor currently, they are utilizing them. There are three locations at \$15,225.

Council Member Jackson asked if these were for all the outdoor drinking fountains, and Mr. Kilpatrick confirmed that eventually they will all be replaced. Council Member Jackson asked how many in the City, and Mr. Kilpatrick stated he could provide the list. Council Member Jackson asked if the sustainability manager was consulted, and Mr. Kilpatrick stated they can do that in the future but did not this time. Council Member Wood asked how these locations were picked, and Mr. Kilpatrick stated that every year they are removed in the winter, and when replaced Parks and Recreation chose which ones are no longer working.

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

Place on File – Sole Source Purchase; Public Service; Wonderware- Vendor for Wastewater Division – SCADA Software

Mr. Kilpatrick stated this is at the wastewater plant. This is for a 5 pack of licenses at \$20,390 and this is the software the City has had, and best to keep the version instead of multiple versions.

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

Place on File – Sole Source Purchase; Economic Development and Planning; Michael Latas & Associates; vendor for Employment Consulting and Advising for hiring of Chief Building Official

Mr. Montry acknowledged this was done before his time, but provided an overview of the plan to best of his knowledge. This is based on the vacancy in the positions and after several attempts through HR it was unsuccessful, and the former EDP Director made other attempts to recruit for the position, however it was unsuccessful. After 5 months the former director hired a special firm to fill the positions.

Council Member Wood asked if this was successful, and Mr. Montry confirmed the Chief Inspector was filled, and this contract is valid until June 30, 2023.

Council Member Jackson asked what they do, and Mr. Montry stated they fill applicants and if it is filled with one of those candidates the fee is paid. If the person does not make it 6 months into the position they can continue the search.

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

Place on File – Sole Source Purchase; Finance Department; Maner Costerisan-vendro for Special Services for assistance in creating a Uniform Chart of Accounts as required by the State of Michigan

Ms. Kirkland explained this for the vendor to draft the Chart of Accounts by the State, which is due by June of 2023. Maner was asked because they have been the external auditor for 2-3 years, and the cost for this will be \$20,000.

Council Member Spadafore asked if they will be done by June, and Ms. Kirkland acknowledged they hoped.

Council Member Jackson asked if this task is usually outsourced. Ms. Kirkland stated there is no one on staff that is knowledgeable, and they attempted BS&A but they were back logged. Council Member Jackson asked if this is one time and if the City does not have the system. Ms. Kirkland stated this is one time, and they are converting per the State requirement. Council Member Wood stated that the formal Internal Auditor proposed this in the past.

Ms. Linden asked why not using BS &A, and Ms. Kirkland stated they were not able to get into their calendar. The process has already started with Maner so they can work on the mapping of the accounts. Council Member Wood asked Ms. Kirkland if she was aware the Sole Source was to come to Council before, and Ms. Kirkland acknowledged and apologized. Council Member Wood noted by the time Council got it, it appears the City has already started to expend the money.

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

Place on File – Sole Source Purchase; Finance Department; MGT Consulting Group-vendor for Fiscal Year 2022-2023 Indirect Labor Cost Allocation Plan

Ms. Kirkland stated they have used this vendor in the past, this is an outside source used for verification on the HUD. Ms. Linden stated she had no concerns.

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

OTHER

No other topics at this time.

ADJOURN

Adjourned at 4:49 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee _____



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: AARP Community Challenge Flagship Grant

DEPARTMENT: Parks and Recreation

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Emily Stevens, 483-6074, Emily.stevens@lansingmi.gov

APPLICATION DATE 2/22/2023 AWARD DATE: 5/16/23

GRANT CYCLE: Check One: ____ Annual ☒ One-Time

FUND AMOUNT: \$21,000.00 (Breakdown below should total this amount)

GOODS & SERVICES	\$21,000.00 (grant)
PERSONNEL	\$0.00
CONSTRUCTION	\$0.00
LAND	\$0.00
OTHER (Sponsorship)	\$0.00

CITY MATCH (IF APPLICABLE): None

GRANT PAYS FOR: Senior Fitness Membership

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

Funds will be utilized to provide a senior fitness membership for Lansing residents ages 60+ to provide access to fitness center, drop in activities and instructor lead fitness and nutrition classes

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

WHEREAS, The City of Lansing Parks and Recreation Department will receive a AARP Community Challenge Flagship Grant to provide seniors with access to health and fitness programming; and

WHEREAS, the AARP Community Challenge Flagship Grant was the result of a competitive proposal process, and a proposal was submitted by the Department of Parks and Recreation with approval notification received on May 16, 2023 and will be paid in 2023; and

WHEREAS, the AARP Community Challenge Flagship Grant is part of a national movement to benefit residents — especially those age 50 and older; and

WHEREAS, the AARP Community Challenge Flagship Grant awarded \$21,000.00 to the City of Lansing Department of Parks and Recreation; and

WHEREAS, the award of \$21,000.00 does not require a city match; and

WHEREAS, the City of Lansing will provide a Senior Fitness Membership for Lansing residents age 60+ to have access to facilities, classes and events for no additional cost.

NOW, THEREFORE, BE IT RESOLVED, The Lansing City Council approves acceptance of the the AARP Community Challenge Flagship Grant in the total amount of \$21,000.00 for the grant for the City of Lansing Parks and Recreation Department.

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.

Intentionally Blank Agenda Item 5.C

Discussion – Internal Auditor – Long Term Budget Outlook

