

AGENDA

Committee on Ways and Means AGENDA FOR DECEMBER 11, 2023 AT 4:30 PM



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

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
view on: <https://www.youtube.com/@lansingcitycouncil4446/stream>

Council Member Spadafore, Chairperson
Council Member Wood, Vice Chairperson
Council Member Jackson, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. November 27, 2023
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Grant Acceptance; DWI Sobriety Court Grant-Anethia and Brianna
 - C. DISCUSSION - Sole Source Purchase; Human Relations and Community Services Department requests Michigan Fair Contracting Center as the vendor for prevailing wage and payroll certification services **phone call 11/27, email follow up 11/28 to K Coleman**
6. **Other**
 - D. DISCUSSION- FY2024/2025 City Council and Internal Auditor Budget
7. **Adjourn**

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.

DRAFT



MINUTES
Committee on Ways and Means
Monday, November 27, 2023 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Wood called the meeting to order at 4:36 p.m.

Council Member Wood noted that since there is no quorum of the Committee, the meeting will be paused until 4:50 p.m. until Council Member Jackson is present.

Council Member Wood called the meeting to order at 4:49 p.m.

PRESENT

Council Member Peter Spadafore, Chair- excused
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
Captain Moore, LPD
Nicole McPherson, Public Service

Minutes

Council Member Wood passed the gavel.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM NOVEMBER 13, 2023, AS PRESENTED. MOTION CARRIED 2-0.

Council Member Jackson passed the gavel back.

Public Comment

No public comment at this time.

DRAFT

Discussion/Action:

RESOLUTION – Grant Acceptance; Environment, Great Lakes and Energy (EGLE) Sewer Overflow and Stormwater Reuse Municipal Grant

Ms. McPherson noted that this grant was applied for earlier in 2022, and was part of the bond resolution that was passed in December 2022. As part of that, it was anticipated the bond resolution was satisfactory to receive the grant, but OCA determined there needed to be another resolution. This grant is \$580,470 with a City match that will be taken care of by the SFR match the City already does as part of the loan. This will be an offset of the bonded cost.

Council Member Jackson asked where these projects were located. Ms. McPherson stated in first year of the 3 year project; Butler and South of Saginaw, then MLK. The next project is near Washington.

MOTION BY COUNCIL MEMBER JACKSON TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; EGLE OVERFLOW AND STORMWATER REUSE MUNICIPAL GRANT. MOTION CARRIED 2-0.

RESOLUTION – Grant Acceptance; Services – Training- Officers- Prosecutors (STOP) Violence Against Women Grant

Captain Moore with MDHHS with a local match of 25%. This funds one full time detective spot, and a partial spot for crime analysis. There were 598 cases in 2023, and there were 686 back from the prosecutors office. The detective works full time and the analysis will do work ups for liens, history and patterns for the victims, etc.

Council Member Wood asked if this was part of the budget, and it was stated this is a renewal. She then asked about the new law with weapons and domestic violence and if they will follow up on that. Captain Moore state that would be something the analysis will be following up on.

MOTION BY COUNCIL MEMBER JACKSON TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE SERVICES, TRAINING, OFFICERS, PROSECUTORS (STOP) VIOLENCE AGAINST WOMEN GRANT. MOTION CARRIED 2-0.

DISCUSSION- SOLE SOURCE – Human Relations and Community Services request Michigan Fair Contracting Center as the vendor for prevailing wage and payroll certification services

No staff present, and therefore moved to the December 11, 2023 Committee meeting.

OTHER

No other topics at this time.

ADJOURN

Adjourned at 4:56 p.m.

Submitted by,

Sherrie Boak, Recording Secretary,
Lansing City Council

Approved by the Committee on



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 11/17/2023

GRANT NAME: DWI Sobriety Court

DEPARTMENT: 54-A District Court

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Anethia O. Brewer

APPLICATION DATE: August 2023

AWARD DATE: September 2023

GRANT CYCLE: _____ Check One: X Annual One-Time

FUND AMOUNT: \$33,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$32,065
PERSONNEL	\$0
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0.00
OTHER (Training)	\$935

CITY MATCH (IF APPLICABLE):

GRANT PAYS FOR: testing, treatment and training of participants and employees

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

Assist with basic funding to provide resources for a successful program.



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 20, 2023

Honorable Stacia Buchanan, Chief Judge/DWI Sobriety Court Judge
54A District Court
City Hall, 6th Floor
124 W. Michigan Ave.
Lansing, MI 48933

Re: Michigan Drug Court Grant Program Award Notification
54A District Court — DWI Sobriety Court
SCAO UI: U10013

Dear Chief Judge Buchanan:

I am pleased to inform you that your court has been awarded a grant in the amount of \$33,000 from the Michigan Drug Court Grant Program (MDCGP) administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2023, through September 30, 2024. The award is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2024 contract will be e-mailed from DocuSign to your project director, Brianna Auten. Signed contracts must be returned by December 15, 2023. The budget, based on your court's actual award, must be updated in WebGrants by November 3, 2023. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

Each year we receive grant requests that greatly exceed the total amount spent in the preceding fiscal year and available funding for awards to courts. However, your grant award should fully fund your program operations based on recent program spending.

Additionally, SCAO will continue to consider requests for reallocation of grant funds. A reallocation is a mid-year decrease or increase of your grant award. For example, a program that needs additional grant funding may request a reallocation to increase the program's grant award. Reallocation requests are submitted in WebGrants, and SCAO staff will review and make

September 20, 2023

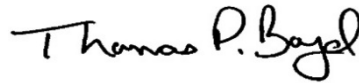
Page Two

reallocation determinations after second-quarter claims are submitted and after third-quarter claims are submitted. A reallocation that decreases or increases a program's grant award are based on actual prior spending and projected spending for the remainder of the fiscal year.

The Michigan Supreme Court and SCAO greatly appreciate your efforts and passion for these life-saving court programs. Thank you for making a positive difference in so many lives.

If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is written in a cursive, flowing style.

Thomas P. Boyd
State Court Administrator

cc: Honorable Kristen Simmons
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Anethia Brewer, Court Administrator
Brianna Auten, Project Director

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

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, appropriates the following grant award amounts for the following purpose:

\$33,000 State Grant Revenue	273.000000.730000.17221
\$32,065 Contractual Services	273.132201.743000.17221
\$225.00 Supplies	273.132201.742000.17221
\$710.00 Training	273.132201.747000.17221

To assist in the basic funding of 54A District Court's Specialty Court, for things such as testing and treatment, with grant resources from Michigan Drug Court Grant Program administered by the State Court Administrative Office. The grant period is October 1, 2023 through September 30, 2024.

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 awarded grant funds.



Andy Schor, Mayor

City of Lansing
Human Relations & Community Services Department
124 West Michigan Avenue • 4th Floor City Hall
Lansing, Michigan 48933
(517) 483-4477 • (517) 377-0078 (Fax)

MEMORANDUM

TO: Stephanie Robinson, Senior Buyer

FROM: Kimberly Coleman, HRCS

DATE: October 12, 2023

SUBJECT: Professional Services Sole Source Approval

The Human Relations and Community Services Department recently lost an employee who managed prevailing wage for City government construction contracts. The notice given was insufficient to provide proper training for the interim staff managing this important work. With the help and support of Public Services, we were able to reconnect with an organization previously used by HRCS to assist with prevailing wage and payroll certification. This communication is intended to serve as a Sole Source Procurement Request to contract with the Michigan Fair Contracting Center (MFCC).

MFCC is a non-profit organization that is reasonably priced. The work being requested is specialized and urgently needed. MFCC worked with us previously in the same capacity and did an excellent job, and the MFCC scope of work helps ensure the City's compliance with the reinstated prevailing wage law for the State of Michigan.

Public Services and I met with and received a proposal from MFCC (attached) for prevailing wage oversight and compliance monitoring services for the city government. This company will also provide training necessary for departmental oversight and compliance monitoring in the future.

The not-to-exceed cost proposal from MFCC is \$25,000. The account that will be used to fund this request is 1012500-743000.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: October 13, 2023

SUBJECT: Sole Source – Michigan Fair Contracting Center

The City of Lansing Human Relations and Community Services Department requests that Michigan Fair Contracting Center be designated as a Sole Source consultant for Prevailing Wage Oversight and Payroll Certification and provide training for Prevailing Wage .

Please see the attached letter from Kim Coleman regarding the request.

Based on the attached letter Purchasing recommends issuing a sole source purchase order to Michigan Fair Consulting Center in the amount not to exceed \$ 25,000 from account 1012500-743000 for the HRCS Department. Michigan Fair Contracting Center had provided same type of service in the past with successful results.

This consultant has not been identified as a Lansing based firm.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: October 18, 2023
SUBJECT: Sole Source Purchase – Michigan Fair Contracting

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: HRCS Department

Vendor: Michigan Fair Contracting

Item Purchased: Professional Services for Managing Prevailing Wage on Construction Contracts

Dollar Amount: \$ 25,000

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

**CITY OF LANSING**

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO: MICHIGAN FAIR CONTRACTING CENTER
500 HULET DR
BLOOMFIELD HILLS, MI 48302

PURCHASE ORDER

P.O. NUMBER	P089480
DATE	11/06/23
VENDOR I.D.	V005362
DELIVERY DATE	
FOB	
REQUISITION NO	PR018698
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE# (248) 253-1721 FAX# (248) 253-1721

Page 1 of 1

DELIVER ITEMS TO:

CITY OF LANSING HUMAN RELATION & COMMUNI
124 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

SEND INVOICE TO:

CITY OF LANSING HUMAN RELATION & CO
124 W MICHIGAN AVENUE 4th FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	PROFESSIONAL SERVICES FOR MANAGEING PREVAILING WAGES ON CONSTRUCTION CONTRACTS	25,000	LS	1.00	25,000.00
				TAX	0.00
				TOTAL	25,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Devin A. Kunkland

P.O. Box 1081
Birmingham, MI 48012-1081

Phone: 248-836-2770
Fax: 248-253-1721

MEMORANDUM OF AGREEMENT

The City of Lansing (City) has requested that the Michigan Fair Contracting Center (MFCC) perform prevailing wage oversight and compliance monitoring services on various projects throughout the City on an "as needed" basis. The scope of services referenced in this Memorandum of Agreement will be between MFCC and the City of Lansing. MFCC and the City agree as follows:

Scope of Services

- *MFCC is retained under contract by the City on an "as needed" basis when authorized in writing by the City to perform prevailing wage compliance monitoring services. Projects may include those that have Federal funds, where the Davis-Bacon Act is required, as well as those that are funded by the City and are covered under the City's local Prevailing Wage policy. The number and scope of each project is not known at this time, and the City will authorize MFCC in writing to engage MFCC's services for each given project.*
- *The scope of work will include onsite worker wage rate interviews, and certified payroll reviews to determine compliance with the prevailing wage requirements. A sampling of workers from each work classification for each contractor/subcontractor will be interviewed onsite.*
- *If non-compliance with a contractor is discovered by MFCC, the City will be immediately notified and a determination will be made as to the type of corrective action to be taken. Normally, upon approval of the owner, MFCC will coordinate directly with the contractor in resolving the matter between the affected workers and the contractor subject to non-compliance. MFCC will ensure that back wages have been paid to the workers and coordinate with the owner (City) on any withholdings that may be required to encourage swift payment of back wages. If discrepancies are discovered during MFCC's review of the certified payroll records, MFCC will notify the City before contacting the contractor for any clarification that may be required in approving certified payroll. MFCC will ensure that appropriate documentation for any back wage restitution is collected and submitted to the City for their records.*
- *Because part of the monitoring under this scope of work will include onsite wage interviews, MFCC will request cooperation from the onsite General Contractor, and all subcontractors on the project during the wage interviews. Contractors should be encouraged by the City to cooperate during the interview process. Full cooperation by a contractor will reduce MFCC's labor costs to the City. The wage interviews will be brief (less than 5 minutes per worker) and scheduled so that work will not be disrupted to the extent possible. The completed wage interview forms will be submitted to the City of Lansing for their records. The interview records will serve as documentation, and no formal written report is necessary under Federal guidelines.*
- *It is MFCC's understanding that the City will allow MFCC to attend and participate in each pre construction meeting for the various projects to coordinate with contractors*

on various items, such as scheduling, subcontractor lists, and to answer any questions that may arise. It is further understood that the City will notify MFCC when the meetings are scheduled.

- In order for MFCC to fulfill the requirements under this contract, MFCC will be provided certified payroll records, a detailed fringe benefit breakdown for each of the contractors performing work at the site, and USDOL apprentice certifications when applicable. Workers may be asked to provide paycheck stubs for review on a periodic basis if the need for this information presents itself to MFCC in determining compliance.
- All original certified payroll records will be retained by the City as required by the Federal funding source, or under the local City policies. MFCC will be provided certified payroll by an online sharing system allowing for MFCC to have access to the records for review and any other project related documents that would be necessary to conduct the compliance program.
- MFCC will be provided with a copy of the project manual/specifications, as well as the contract wage determination included in the bidding documents. Should a wage determination be updated as the result of an addendum, MFCC will be provided with a copy of the addendum.
- Any quarterly reports that may be required by a specific Federal funding agency will be completed by MFCC when applicable. However, the types of reports vary from agency to agency, and MFCC will need to be notified by the City if any reports are required for a specific project.
- MFCC will begin work upon a signed purchase order. Each project will be closed out when notified by the City. The contract herein is in effect for a period of two years, or upon a 30 day notice by either party to terminate the agreement. MFCC will submit invoices to the City on a periodic basis, normally scheduled on a quarterly basis depending on the volume of work each quarter, and may extend beyond that to several quarters should there be low volume work periods.
- MFCC hourly rate is \$150/hr. A "not to exceed" lump sum quote can be provided prior to initiating services, once a refined scope of work is determined for each project by the City.

Michigan Fair Contracting Center

Signature_____

Date_____

City of Lansing

Signature_____

Date_____

Agenda Item 6. D

OTHER-
DISCUSSION – FY2024/2025 Proposed City Council and Internal Auditor Budgets

Not available prior to the meeting

