

AGENDA

Committee on Ways and Means February 19, 2025 at 3:30 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.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Hussain, Chairperson
Council Member Garza, Vice Chairperson
Council Member Spadafore, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. February 5, 2025
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. RESOLUTION - Grant Acceptance; Help America Vote Act (HAVA) Physical Security and Election Resiliency Grant
- 6. Other**
- 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.



MINUTES
Committee on Ways and Means
Wednesday, February 5, 2025 @ 3:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Hussain called the meeting to order at 3:30 p.m.

PRESENT

Council Member Adam Hussain, Chair
Council Member Jeremy Garza, Vice Chair
Council Member Peter Spadafore, Member

OTHERS PRESENT

Renee Richmond, Council Administrative Assistant
Lisa Hagen-Lawrence, OCA
Brett Kaschinske, Director Parks & Rec
Rawley Van Fossen, Director EDP
Cheryl Rupprecht, LPD

Minutes

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES OF DECEMBER 5, 2024. MOTION CARRIED 3-0.

Public Comment

Discussion/Action:

RESOLUTION – Grant Acceptance; Office of Financial Empowerment, OS Reentry Program

Mr. Van Fossen stated this is a grant received from MDOC for this region, the program includes housing, employment, behavioral health counseling and social support. Including bus passes and clothing vouchers. There is a metric criteria for performance and if reached then a bonus is received. Adding they have unrestricted use and helps as a gap filler.

Mr. Randall had nothing to add other than recommending the grant.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; OFFICE OF FINANCIAL EMPOWERMENT, OS REENTRY PROGRAM. MOTION CARRIED 3-0.

Ms. Richmond noted she just received notification that the other attendees are on their way.

RESOLUTION – Grant Acceptance; Letts Tennis Courts Rehabilitation and Construction, MNRTF

Mr. Kaschinske explained they have applied before through MNRTF, in the past put through land and water, they are applying for the maximum which is \$400,000. He noted an adjustment is needed to the resolution and grant form, changing the \$104,000 to \$141,000 and adding the Grant Number of TF25-0001. Adding they need approval, so this isn't an acceptance grant. Letts currently has 4 tennis courts, they are expanding with 2 additional, working on relocating the community garden. There will be tennis and pickleball courts.

Councilmember Hussain confirmed so not all hybrid or just pickleball. Mr. Kaschinske answered no not just pickleball, tennis courts for the youth programs as well.

Councilmember Spadafore asked for confirmation on where to insert the Grant Number into resolution, and Mr. Kaschinske confirmed where.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; LETTS TENNIS COURTS REHABILITATION AND CONSTRUCTION, MNRTF. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; National Trust for Historic Preservation

Mr. Kaschinske stated they have received funding from the NTHP, a \$5,000 grant and \$5,000 match from Friends of Turner Dodge. Through this they will take a look at the house and what my need to be done in a priority order and cost estimates for putting into capital improvement, millage, or fundraiser by the Board. Noting a few items of the porch, roof, painting or foundation.

Mr. Randall recommends acceptance.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; NATIONAL TRUST FOR HISTORIC PRESERVATION. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Lansing Police Department Byrne Justice Assistance Grant (JAG)

Ms. Rupprecht stated this is annual grant that LPD typically uses for a specific project or effort, it is a 2-year grant that began 10/1/2024 and will run through 9/30/2026. Main effort is for education, mental health, and well-being, the education is a reimbursement at \$5,000 per sworn officer with a bachelor education, that could change if not enough interest. Also a pastor grant to the Ingham County Sheriff Office.

Councilmember Hussain stated he's read in the past it is to be used for public address system., and Ms. Rupprecht apologize and confirmed he is correct, this year is the PA systems.

Councilmember Garza asked if it is just for Ingham County and Ms. Rupprecht responded yes. Councilmember Garza also asked what the reason is for the City to get 120,000 and the county 12,000. Ms. Rupprecht is unsure where the original allocation came from, in her research back to 2018 it's been a 10% margin.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; LANSING POLICE DEPARTMENT BYRNE JUSTICE ASSISTANCE GRANT (JAG). MOTION CARRIED 3-0.

OTHER

ADJOURN

Adjourned at 3:53pm

Submitted by,

Renee Richmond, Recording Secretary

Lansing City Council

Approved by the Committee on

DRAFT



**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

MEMO: Grant Acceptance – 3970 Help American Vote Act (HAVA) Election Security Grant

Date: February 19, 2025
To: Ways & Means Committee
From: Internal Auditor Charles H Randall, CPA, CISA

Overview

This is an acceptance resolution for an Election Security Grant under the 2024 Help American Vote Act (HAVA) passed through the Michigan Department of State to the City Clerk's office for election security and resiliency.

This is a one-time grant for costs incurred during the period October 1, 2024 to February 28, 2025.

The grant total is \$32,000 of restricted Federal funds and does not require matching funds. Usage is restricted to election security enhancement costs. The City Clerk intends to seek reimbursement for security enhancement costs incurred while administering elections, as defined by the grant terms.

Comments / Questions

Congratulations to City Clerk Swope and staff on receiving this grant funding!

Recommendation

Internal Audit recommends acceptance of the grant, grant terms and any necessary associated budget adjustments.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 2/10/25

GRANT NAME: 2024 Help America Vote Act HAVA Election Grant

DEPARTMENT: City Clerk

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Chris Swope 517-483-4130

APPLICATION DATE Deadline 2/28/25 AWARD DATE (S): REIMBURSEMENT

GRANT CYCLE: None Check One: Annual ☒ One-Time

FUND AMOUNT: \$32,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$32,000
PERSONNEL	\$0
CONSTRUCTION	\$0
LAND	\$0
OTHER (Training)	

CITY MATCH (IF APPLICABLE): \$0

GRANT PAYS FOR:

Reimburse the City of Lansing for election equipment expenses to administer the upcoming elections

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

The grant is to support securing various election related facilities, activities, and equipment including, but not limited to the clerk's office, satellite clerk's office locations, absent voter ballot drop boxes, absent voter ballot processing locations, early voting locations, polling places, receiving board locations, storage facilities, and additional voting equipment.

2024 Supplemental Grant: Physical Security and Election Resiliency

Supplemental reimbursement is now available for security and resiliency enhancements for the November 2024 election season.

The Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) recently published a Physical Security Checklist for Election Offices and an Election Infrastructure Cybersecurity Readiness and Resilience Checklist. To help local election officials implement these and other security measures, and to pay for additional security enhancements that were not part of the early voting grant funding, the Michigan Department of State is making HAVA election security funding available to reimburse costs.

Security and resiliency costs are reimbursable for measures taken before election day, on election day, and during post-election processes such as canvasses, recounts, and audits. Costs are also reimbursable for securing various election-related facilities, including clerk's offices, satellite clerk locations, absent voter ballot drop boxes, absent voter ballot processing locations, early voting locations, polling places, receiving board locations, facilities used for canvasses, recounts, and audits, and storage facilities.

The costs of additional voting equipment purchased to enhance back up security response are also reimbursable.

Clerks encouraged to review CISA documents published in September 2024 and opportunities to utilize security funding:

- Physical Security Checklist, available at: <https://www.cisa.gov/sites/default/files/2024-09/Physical-Security-Checklist-for-Election-Offices-508.pdf>
- Resiliency and Cyber Security Readiness and Resilience Checklist, available at: <https://www.cisa.gov/sites/default/files/2024-09/Readiness-and-Resilience-Checklist-for-Election-Offices-508%20%282%29.pdf>

The federal reimbursement funds for each local jurisdiction will be "passed through" the Michigan Department of State. The funding source for this grant is the Help America Vote Act (HAVA) Election Security Grant, CFDA 90.404. Award recipients and sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200). More information regarding these requirements can be obtained from the United States Office of Management and Budget's website at: [Circulars | OMB | The White House](#)

Reimbursement for Purchases and Costs

Reimbursement Amounts

Municipalities: eligible for reimbursement of purchase up to \$1,000 per 2024 precinct*

Counties: eligible for reimbursement up to \$100 per 2024 municipal precinct* in county

**AV counting boards not considered additional precincts for purposes of reimbursement.*

Jurisdictions confirm eligibility by reviewing the “Eligibility” tab of the Security Grant Workbook. Reimbursement requests should not exceed the amount listed in your application. If you purchased an item above the total reimbursement amount, you may receive partial reimbursement for that amount. For example, if you are eligible for \$2,000 and purchase 2 items that total \$2,100. You should submit documentation for only those 2 items. You will be reimbursed 100% for one and a portion of the second up to the max eligible reimbursement amount.

Reimbursement Requirements

Costs are reimbursable if incurred between **October 1, 2024, and February 28, 2025**. HAVA election security funds have been set aside to ensure funding if all jurisdictions and counties seek maximum reimbursement.

Counties and jurisdictions must submit this form, required receipts and/or invoices, inventory tracking, and necessary documentation to ensure purchasing requirements are met. All reimbursement requests exceeding \$30,000 must provide a [Unique Entity Identifier \(UEI\)](#) number. Any monies received from reimbursement MUST be recorded as federal funding.

Purchasing Requirements

Jurisdictions must comply with state contract with federal terms & conditions. Requests that do not follow these guidelines will be rejected and unallowed. For your convenience the State of Michigan has negotiated contracts for participating local government units to use which can be reviewed at: [MiDEAL contracts](#)

Reimbursement value	Solicitation method requirement	Solicitation type	Public posting requirement	Solicitation process
\$5,000 or less	Alternative competitive bidding	n/a	No posting requirement	Verbal, electronic, or online. Due diligence is encouraged to obtain the best pricing, including multiple bids when practicable.
\$5,000.01 - \$50,000.00	Informal competitive bidding	Request for Quote (RFQ)	RFQs may, but are not required, to be posted <u>publicly</u> or purchasing professional contacts vendors and obtains written quotes.	Purchasing professional must make reasonable effort to contact all viable vendors (a minimum of three viable vendors) that provide the good or service and obtain viable written quotes and justify why the vendors were selected. If there are not at least three viable vendors, the purchasing professional must document and explain. Additionally, the decision of award must be documented.
\$50,000.01 or greater	Formal competitive bidding	Request for Proposals (RFP)	RFP (\$50K+) must be posted publicly for at least 14 calendar days.	Purchasing professional completes the RFP using required and appropriate forms and attachments and posts the solicitation to the public.

Submission

A complete reimbursement request consists of the following items:

1. Electronic submission through this form [2024 Security Grant Reimbursement Form \(office.com\)](#) documenting reimbursement totals.
2. Complete [Security workbook](#) listing itemized costs of reimbursement expenses and calculations needed for the 2024 Security Grant submission form. Wages for contract or hired employees must be listed on the Workbook Wages tab.
3. [Security Grant Reimbursement Clerk & CFO Certification](#) acknowledging understanding of federal grant and reimbursement requirements (both pages must be submitted) and
4. All invoices, receipts and necessary proof of payment supporting reimbursement requests. Invoices should specifically cover and indicate the items requested for reimbursement. Documentation submitted should be limited only to the items requested for reimbursement. Please do not submit or redact any information not necessary for the application to be processed. If documentation is to support wage reimbursement, contract wages can be covered by an invoice and proof of payment of invoice. Wages from an employee can be covered by supplier payroll statements and proof of payment of payroll.
5. If you request reimbursement for equipment, [certification of adherence to the Subrecipient Election Equipment Monitoring Policy](#).

All supporting documentation must be submitted to BOEReimbursement@michigan.gov by **May 30, 2025**.

The reimbursement submission period will open after the November election so some of the links above will not be available until the reimbursement period opens. Once a complete submission is received, processing of reimbursements is expected to begin on a rolling basis in early 2025. A submission is considered complete when all four elements listed above are submitted. Both clerk and chief financial officer information and signature are required on the reimbursement form. It is suggested that your chief financial officer should be made aware of your participation in this Federal Grant Reimbursement program prior to proceeding with any purchases.

If you are uncertain whether a purchase qualifies within one of these expense categories, contact BOEReimbursement@michigan.gov with subject line: *Security Grant: Eligible Expenses*

Examples of Reimbursable Costs

Below are examples of physical security and cybersecurity/resiliency costs that are reimbursable. Some of the costs below may instead be reimbursable through the Prop 22-2 drop box and/or security camera reimbursement programs. Costs for installing drop boxes lighting and cameras for drop boxes should first be submitted under the drop box/security reimbursement program. Security costs associated with early voting that were part of early voting grant applications will be reimbursed under early voting grant reimbursements. Supplemental security costs for both drop boxes and early voting, which are not already paid for out of those grant programs, may be reimbursable under the security grant.

- A. **Physical Security for Voting/Election Facilities and Locations** [Available MiDEAL Contracts](#) Security cameras (drop boxes: first submit under drop box/security camera reimbursement) Lighting (drop boxes: first submit under drop box/security camera reimbursement)
- B. Access controls (locks, keycards, etc)
- C. Alarm/emergency alert systems
- D. External/internal security barriers, anchoring, windows
- E. Layout and signage improvements
- F. Mail handling security and protective equipment
- G. Communications equipment

Cybersecurity and Resilience# [Available MiDEAL Contracts](#)

- Backup generators/batteries
- Network/Endpoint security
- Backup internet/wifi/network/server equipment
- Protective cases for equipment
- Equipment locks and seals
- Multi-factor authentication tokens
- RFID/GPS security tags

Storage#

- Ballot containers, test ballot bags and memory pack bags
- Temperate storage
- Safes, lockboxes, secure shelving/filing cabinets
- Small construction projects (e.g. storage closet, doors)
- Archival items (e.g. boxes, bags)

Personnel/Testing/Assessments# [Available MiDEAL Contracts](#)

- Security/law enforcement personnel
- IT provider costs for additional coverage
- Security assessments/penetration testing
- Security training/exercises

Voting equipment and peripherals#

To reimburse for voting equipment, picture of serial number and serial number listed on Security Workbook must be provided and certification that you have reviewed and will adhere to the Election Equipment Monitoring policy.

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

WHEREAS, the City of Lansing has been awarded a Federal Election Security Grant under the Help America Vote Act to support physical security and election resiliency funding in the amount of \$32,000; and

WHEREAS, the grant is to support the administration of elections activities including, but not limited to absent voter ballot drop boxes, absent voter ballot processing locations, early voting locations, polling places, receiving board locations, storage facilities, and additional voting equipment.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby authorizes the administration to accept the proposed grant, subject to the terms of the grant agreement.

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, and to execute any necessary agreements upon approval as to form by the City Attorney.