

AGENDA

Committee on Ways and Means April 2, 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. March 19, 2025
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Grant Acceptance; Michigan Drug Court Grant for Sobriety Court
 - C. RESOLUTION - Grant Acceptance; Kroger Tree Planting Arbor Day Grant for Cavanaugh Park
 - D. PLACE ON FILE - Sole Source Purchase; Lansing Police Department request for Dr. David Carter as the vendor for the Management Analysis of Traffic Stops (MATS) data analysis project
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, March 19 2025 @ 3:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Hussain called the meeting to order at 3:30pm

PRESENT

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

OTHERS PRESENT

Renee Richmond, Council Administrative Assistant
Charles Randall, Internal Auditor
Greg Venker, OCA
Rawley Van Fossen, Director ED&P
Mark Lawrence, Mayor's Office

Minutes

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE MINUTES OF MARCH 4, 2025 TO PLACE ON FILE. MOTION CARRIED 3-0.

Public Comment

No public present

Discussion/Action:

RESOLUTION – Grant Acceptance; Cities for Financial Empowerment Fund Grant for Legacy Planning

Mr. VanFossen explained Bloomberg supports this program and have expanded this category as a fifth pillar giving \$50,000 as a 2-year grant. Councilmember Spadafore asked if this is estate planning, and Mr. VanFossen confirmed.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; CITIES FOR FINANCIAL EMPOWERMENT FUND GRANT FOR LEGACY PLANNING. MOTION CARRIED 3-0.

RESOLUTION – Support of the City of Lansing's Community Funded Project Requests to Senator Gary Peters

Councilmember Hussain asked Mr. Lawrence if what they have in front of them is for passage. Mr. Lawrence confirmed that it's been revised to be generic for if other Legislative/Congressional individuals are added.

Councilmember Spadafore asked is it a total of \$30 million, and Mr. Lawrence believes so. Councilmember Hussain asked how many funds, and Mr. Lawrence stated they applied for 4-5 but it is good if they get 2. Councilmember Hussain then asked how they prioritize, Mr. Lawrence responded they do that later once they are approved and look at what they have.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; SUPPORT OF THE CITY OF LANSING'S COMMUNITY FUNDED PROJECT REQUESTS TO SENATOR GARY PETERS.

Mr. Randall asked on the timeline for budget, Mr. Lawrence answered it is unknown.

MOTION CARRIED 3-0.

PLACE ON FILE – Sole Source Purchase; Public Service Department request for System Specialties as the vendor for Rotork Slide Gate Actuators

Mr. Randall noted he toured the Wastewater Treatment Plant and it is in need of upgrades and fits the Sole Source.

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

OTHER

ADJOURN

Adjourned at 3:42pm

Submitted by,

Renee Richmond, Recording Secretary, Lansing City Council

Approved by the Committee on



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

MEMO: Grant Acceptance – 3996 – Sobriety Court

Date: April 2, 2025
To: Ways & Means Committee
From: Charles H Randall, Internal Auditor

Overview

This is a grant acceptance resolution for the Michigan Drug Court Grant Program from State Court Administrative Office to City of Lansing – 54A District Court for assisting the Sobriety Court participants achieve success.

The grant award total is \$30,000 to offset program costs of the Sobriety Court. This grant was awarded on November 20, 2024. The grant period is from October 1, 2024, to September 30, 2025. There is no local match.

Comments / Questions

None.

Opinion

Internal Audit recommends approval of the resolution.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 1/06/2025

GRANT NAME: Michigan Drug Court Grant Program

DEPARTMENT: 54A District Court- Probation

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Anethia Brewer, anethia.brewer@lansingmi.gov (517) 483-4538

APPLICATION DATE: May 31, 2024

AWARD DATE: November 20, 2024

GRANT CYCLE: October 1, 2024 – September 30, 2025

Check One: ☒ Annual

☐ One-Time

FUND AMOUNT: \$30,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$30,000
PERSONNEL	\$0.00
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0.00
OTHER (Training)	\$

CITY MATCH (IF APPLICABLE): \$N/A

GRANT PAYS FOR: Contractual services to assist offenders with the costs of treatment and testing, attendance of the annual conference for Michigan Association of Treatment Court Professionals by 2 members of the specialty court team, and supplies for graduation ceremonies.

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

To assist 54A District Court's Sobriety Court participants with the financial components of this very intensive program to help them achieve success. Training is a crucial component of maintaining best practices.

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:

\$30,000 State Grant Revenue	273.000000.730000.17221
\$29,920.00 Contractual Services	273.132201.743000.17221
\$80.00 Supplies	273.132201.742000.17221
\$0.00 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, 2024 through September 30, 2025.

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.



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MEMO: Grant Acceptance – 4028 - Kroger Arbor Day Foundation Tree Planting

Date: April 2, 2025
To: Ways & Means Committee
From: Charles H Randall, Internal Auditor

Overview

This is a grant acceptance resolution for the Spring 2025 Kroger Tree Planting Arbor Day Grant from Arbor Day Foundation to City of Lansing – Department of Public Service to plant trees on Arbor Day.

The grant award total is \$18,750 disbursed over two payments for the use of the Kroger Tree Planting Project for the planting of a minimum of 30 trees on April 29, 2024. There is no local match.

Comments / Questions

None.

Opinion

Internal Audit recommends approval of the resolution.



LANSING CITY COUNCIL

FY25 GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

PREFERRED REFERRAL DATE: - 3/24/25

GRANT NAME: - Spring 2025 Kroger Tree Planting Arbor Day

GRANT AGENCY: - Arbor Day Foundation

ASSISTANCE LISTING (CDFA): - N/A

DEPARTMENT: - Public Service

CONTACT NAME: - Irene Cahill

CONTACT PHONE: - 517-483-4161

GRANT PERIOD START: - 3/19/2025

GRANT PERIOD END: - 6/30/2025

APPLICATION DATE: - 5/16/2024

AWARD DATE: - 3/19/2025

TOTAL AMOUNT: - \$18,750

ADMINISTRATIVE COST RECOVERY AMOUNT: -

SUMMARY OF GRANT PURPOSE AND ALLOWABLE USES:

ADF will disburse the Award funds in two payments. The first payment of \$15,000.00 will be disbursed upon the return of an original signed Award Agreement and initial project documents. A final payment of \$3,750.00 will be disbursed upon satisfactory completion of the project and receipt of a final project report. Funds paid to Awardee, shall be used exclusively for the Kroger Tree Planting Project for the planting of a minimum 30 trees on 4/29/2025.

PROJECTED ACCOUNT CODE DETAIL (OBJECT MINIMUM):

Account	Description	Amount
273-453623-956000-XXXXXX	Miscellaneous Operating	\$18,750

MATCHING FUNDS ACCOUNT CODE DETAIL (IF APPLICABLE):

Account	Description	Amount

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

WHEREAS, the City of Lansing is a recipient of the 2025 Kroger Tree Planting Grant, which will help fund the purchase and installation of a minimum of 30 trees to be planted in Cavanaugh Park; and

WHEREAS, the City of Lansing has held the distinction of being named a “Tree City” by the Arbor Day Foundation for more than 35 years and the city’s tree canopy provides approximately \$21million saved by reducing stormwater runoff, air pollution, and carbon in the atmosphere; and

WHEREAS, Kroger and the Arbor Day Foundation have awarded the City of Lansing \$18,750 to further our efforts in maintaining and growing our tree canopy to provide greater coverage and even more benefit to our residents;

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves acceptance of the Spring 2025 Kroger Tree Planting Arbor Day grant in the amount of \$18,750 for the purpose of tree planting.

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, make necessary transfers for administration in accordance with the requirements of the grantor, and execute any necessary documents or agreements subject to approval as to form by the City Attorney.



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

MEMO: Sole Source Purchase – Dr. David L Carter – MATS Data report

Date: April 02, 2025
To: Ways & Means Committee
From: Charles H Randall, Internal Auditor

Overview

- Department: Lansing Police Department
- Vendor: Dr. Davide L. Carter
- Item/Service: Reporting of Management Analysis of Traffic Stops (MATS) data
- Dollar Amount: \$19,500
- Justification: 206.05 (c) (3) Special services or facilities – Dr. Carter is familiar with the department's data and reporting requirements after performing this activity for numerous years, since 2007.

Notes / Comments / Questions

- Utilizing the same vendor should result in increased reliance and reduced costs. The purchasing authority (Chief Backus) highly recommends use of this vendor based upon services received in the past.

Opinion

The purchase meets necessary requirements for sole sourcing.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: March 11, 2025

SUBJECT: Sole Source – Dr. David Carter, MATS Forms Data Analysis

The Lansing Police Department requests that Dr. David Carter continue to be designated as sole source for the department's MATS forms data analysis project.

Please see the attached letter from Chief Robert Backus regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Dr. David Carter, in the amount of \$ 19,500 for FY25, from account number 101.343201.956000 per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

**INVOICE FOR PROFESSIONAL SERVICES
DAVID L. CARTER, CONSULTANT**

10 March 2025

Chief Robert Backus
Lansing Police Department
120 West Michigan Avenue
Lansing, MI 48933

PROFESSIONAL FEES:

LPD MATS Data Analysis

Data cleaning, statistical file creation, data analysis and
report writing of the LPD MATS data collection program;
for a 12 month analysis of data in production of the MATS
report.

\$19,500

Subtotal Fees _____ \$19,500

EXPENSES:

Flat Rate – Expenses Included – No Separate Billing

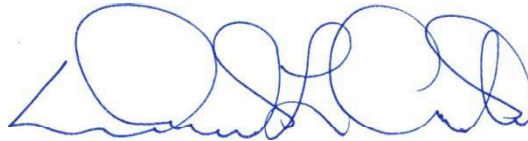
-0-

Subtotal Expenses _____ -0-
TOTAL AMOUNT DUE \$19,500

Make Check Payable to:

DAVID L. CARTER
3285 HULETT ROAD
MASON, MI 48854-9417
Ph. (517) 410-7846
E-mail: carterd@msu.edu

Submitted By: _____



David L. Carter

TERMS: Payable on Receipt



LANSING POLICE DEPARTMENT

120 W. MICHIGAN AVENUE, LANSING MI 48933

ROBERT BACKUS, CHIEF
517.483.4600 | lansingpolice.com



March 11th, 2025

To: Stephanie Robinson/Purchasing
From: Chief Robert Backus/Robert.Backus@lansingmi.gov
RE: Sole Source Request-David L. Carter

With this memo, LPD is requesting approval for utilizing Dr. David L. Carter as a sole source provider to perform an annual Management Analysis of Traffic Stops (MATS). Such analysis is used to detect any pattern of officer behavior that may suggest evidence of racial profiling.

LPD has a very long history utilizing Dr. Carter's MATS. LPD's first arrangement with Dr. Carter was in 2000. Dr. Carter's current fee of \$19,500 has remained the same since 2007.

His work has always been outstanding. His research has been thorough, his findings without reproach and his reports exemplary.

Account #101.343201.956000 is the account for the following \$19,500.00 budgeted request.

Thank you for your assistance with this matter.

Robert Backus, Chief of Police

"CAPITAL CITY'S FINEST"

Excellence - Character - Teamwork - Respect - Courage



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

TO: DAVID L CARTER
3285 HULETT RD
MASON, MI 48854-9417

CARTERD@MSU.EDU
(517) 332-1055

PURCHASE ORDER

P.O. NUMBER	P091988
DATE	03/17/2025
VENDOR I.D.	V000362
FOB	None
REQUISITION NO	PR021472

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE

DELIVER ITEMS TO:

LPD - ADMIN SUPPORT
1415 SUNSET ST
LANSING, MI 48906
ATTN CHERYL RUPPRECHT

SEND INVOICE TO:

LPD - ADMIN SUPPORT
1415 SUNSET ST

LANSING 48906

Item No.	QTY	Description	Unit Price	Extended Price
1	1.00	ANNUAL MATS REPORT 101-343201-956000 \$19,500.00	\$19,500.00	\$19,500.00
Total:				\$19,500.00

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.

Federal Tax ID: [REDACTED]

AUTHORIZED SIGNATURE

Desiree A. Kellewell

Date

Printed: 03/17/2025