MINUTES
Committee of the Whole
Monday, April 28, 2025 @ 5:00 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER
Council President Kost called the meeting to order at 5:00 p.m.

PRESENT
Councilmember Jeffrey Brown
Councilmember Peter Spadafore
Councilmember Tamera Carter
Councilmember Trini Pehlivanoglu
Councilmember Jeremy Garza
Councilmember Ryan Kost
Councilmember Adam Hussain
Councilmember Brian T. Jackson

OTHERS PRESENT
Sherrie Boak, Council Staff
Charles Randall, Internal Auditor- arrived at 5:01 p.m.
Greg Venker, City Attorney
Lisa Hagen-Lawrence, City Attorney
Mark Lawrence, Mayor's office
Jack Brower, Chief Strategy Officer
Jackson Mills, Budget
Kim Coleman, HRCS Director
Jason Gabriel, City TV Director
Andy Kilpatrick, Public Service Director
Brian Jewell
Jerimiah Kilmore, Public Service Deputy Director
Amy Crank, HRCS
Delvata Moses, HRCS Deputy Director

Minutes
MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE MINUTES FROM APRIL 21, 2025, AS PRESENTED. MOTION CARRIED 8-0.

Public Comment
Mr. Jewell spoke on the recent traffic accident and speeding along MLK and asked Council to speak to what the city is going to do.

PRESENTATIONS

<u>Department Budget Presentations</u>

<u>Public Media</u>

Mr. Gabriel provided a brief introduction and went through the list of questions.

- What is the difference with your budget from the current fiscal year to the proposed budget?
  Changes in the budget entail a parking budget allocation due to location change.
- Are there any changes in services that your department is responsible for and if so, why?
  Department has experienced and increased due to more live committee meetings live, streaming, and live comment.
- Are there programs you have done in the past that you have not included in this budget?
  None
- Are there any rate or fee increases and if so, why?
  None
- Are there any major equipment purchases proposed in your budget?
  Nothing in this budget but will look for future to maintain video services since no longer supported by local vendors.
- What impact has 311 had on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of the lower work load in this proposed budget.
  None, they run scheduling themselves and do not utilize 311.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
  None.
- How many employees have left your department in the past year? How many were due to retirement?
  There have not been any departures.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
  Operational efficiency has increased due to cross training to cover productions and meetings.
- Are you able to perform all necessary departmental responsibilities with this budget?
  Yes
- Are there any new initiatives or services your department will be providing with this budget?
  They have begun to increase participation in membership outreach to students, veterans and returning citizens.
- Who are the top 2 largest vendors for your department and when were they last bid?
  Two largest; BNH Photos Video – 18 months ago, and Comcast – 18 months ago.
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
  No federal grants in this budget.
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.
  Change to BSA as a vendor has had challenges. The customization and configuration for uses are now working well, but had initial issues due to missing information on time cards and access to payroll. HR, BSA and IT have assisted to get back to working.

Mr. Randall asked about the parking allocation. Mr. Brower stated there are 9 FTE and PT at $123 a month, each. Annually rounds up to the budget line item. He added that they are working on this in fine detail and anticipate shortly to see if Council looks to make changes.

Council Member Brown acknowledged Mr. Gabriel for his attendance.

Council Member Garza asked about the insurance and bonds went up $10,000. Mr. Brower stated that is a City wide allocation; percentage of personnel expenditures that was updated across all departments, with a 2% increase city wide. Council Member Garza asked about 311, and Mr. Gabriel stated they do not utilize the 311 service, because they utilize their own systems.

Public Service

Mr. Kilpatrick went through the list of questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
  Primarily the increases are inflationary, GF transfers on streets, and there is a change for technician position for trash, sidewalks and right of way.
- Are there any changes in services that your department is responsible for and if so why?
  No change other than those mentioned above.
- Are there programs you have done in the past that you have not included in this budget?
  No change.
- Are there any rate or fee increases and if so why?
  Fee increases annually for sewer, trash and recycling, and these are similar to what have had in the past.
- Are there any rate increases from the current budget that have not been implemented yet, and if so why not.
  To minimize for trash during pandemic, they were not adjusted, so those rates will be adjusted in this upcoming budget to align the costs.
- Are there any major equipment purchases proposed in your budget?
  Yes; fleet every year has $4 million for entire City; public service, police, fire, etc. Public Service buys them and charges them out after the purchase to the appropriate departments.
- What impact has 311 taken on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of lower work load in this proposed budget.
  This has taken a significant amount of calls off the staff, and due to staffing shortages but no changes to staffing. The volume of majority of calls, 2/3 calls have been reduced with 311.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
  Not proposing any of these.
- How many employees have left your department in the past year? How many were due to retirement?
  There were 15 leave department, 7 to resignations, 2 transfers.
- Does the department have the additional arborists in the budget? If not, why not.
  The arborist added and been posted for the majority of this fiscal year. Once that is filled they can successfully look at other positions.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?

Significant change is at WWTP where they looked at utility bills and looked at possibilities for savings. On the bill there is a demand charge, and they can reduce that which could bring in $100,000 savings per year. There was a valve fixed for $10,000 annually. There is final process in the sand filter, they found a variable to change those operations and lower energy for a $15,000 annual savings, and a potential savings is with the blowers at WWTP they are looking at ways to change so they do not have to run all day, and could bring in $20,000 savings annually. With O & M, they rent rear load trucks and because of that they can be more productive during that process due to the design of the truck. The rentals are a month in spring and fall. Another implementation is using more salt-brine for icing, but not sure of benefits but hoping to save up to 75% sale per year.

- Are you able to perform all necessary departmental responsibilities with this budget?
  Needs for infrastructure.
- Are there any new initiatives or services your department will be providing with this budget?
  None
- Who are the top 2 largest vendors for your department and when were they last bid?
  CSO Contractors and bid with each project.
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that the grant was supplementing?
  They have not budgeted grant funds in their budget. Once Council approves grant funds, there is a separate grant fund, but not assuming those revenues with the budget, and if those get pulled, would only be out for something that has not yet been reimbursed. Have been following and believe any current funds are in jeopardy.
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.
  All new platforms come with challenges, and this is no exception. Initially there were issues with the routing of supervisors, codes were not set up initially, especially with O & M. Until recently they were still having issues with codes and out of class pay. Things are getting better with each payroll but not done yet.

Council Member Spadafore asked about energy efficiency, and where we are at for solar installation. Mr. Kilpatrick stated they had 2 studies and have put out a design bid RFP. The savings mentioned earlier were other sources. Assuming domestic production, there will be a challenge with bidding, and they will have to watch at Federal level with availability and if those go up there might not be a benefit. There is a possibility of private group installation and maintenance. Council Member Spadafore asked why trash in the right of way is Public Service and not Code Compliance. Mr. Kilpatrick stated that it is a question for OCA, but they have been working with Code. Mr. Venker stated that is the way the ordinance is written. There is a change referred to Council. The kinds of trash speaking about in the right of way that is the issues, it is safe for Code Compliance to abate. Council Member Spadafore asked Mr. Kilpatrick to speak to the benefit of brine. Mr. Kilpatrick stated with salt it scatters, with liquids it stays and can be applied precisely and lower use because applied exactly where needed. The CIP would be with new trucks, and having large mixing tanks. That needs to be increased to larger tanks because will be using more liquid, less salt.

Council Member Brown asked how the business manager is working with the Chief Strategy Officer. Mr. Kilpatrick stated it is a small overlap, but it is specifically with this department. They are going through the grants, look at rates, rate reduction, energy efficiency, and similar to the former permit and technician. This would be to look at services that are delivered and have experience on the services to propose efficiency. Council Member Brown asked Mr. Brower to elaborate. Mr. Brower stated department by department they manage, this would be a subject manager expert for public services and they are 36% of the budget. This is a position that can look at those infrastructure projects as a whole. Council Member Brown asked Mr. Brower about his role, how is this working in conjunction with his plan for the strategic plan of the city. Mr. Brower stated he had a small part in recommending this position in their budget.

Council Member Carter asked Mr. Kilpatrick about the technician position; responsible for trash and sidewalk complaints, and how is that different from what 311 takes. Mr. Kilpatrick stated when someone enters complaints will stay the same; City Works and gets dispatched. This technician is not the only position doing those, but they will be able to investigate in a timely manner and follow up with contractor and staff to make sure those things are done. They will manage that work flow and sidewalk projects. This will restore the former right-of-way inspectors to focus on these priorities. Council Member Carter noted 15 left and 7 resignations, and 2 to other departments, and were they due to compensation. Mr. Kilpatrick stated that a lot of times it is due to overall compensation; salary vs. benefits.

Council Member Garza asked about the staffing shortages and how many are short and is it do to salary. Mr. Kilpatrick for the forestry they do not compare to private tree services. Council Member Garza asked how many are short, and Mr. Kilpatrick stated in the 20% range (60 employees), vast majority posted, but can give a list. With aging work force people leave then have to fill, but a cycle. Council Member Garza asked about the funds from majority to local streets, is there still a discussion on chip seal approach. Mr. Kilpatrick stated that if road in good shape, not necessary, if in middle range it does preserve and a cost effective treatment to prolong. The contractor for chip seal is a bid out by project, then review up to four times, and believe will have to bid out before do that again.

Council Member Hussain spoke about the elimination of the night shift with O&M that has been discussed, and is there truth to that. Mr. Kilpatrick stated there is truth to moving 3rd shift to 1st and 2nd shift. That is due to a lot of the night work has been moved to days, and those employees will be working just doing days. The main concern will be to make sure there is coverage, but they will still have on-call with on-call supervisors. They felt it was better for staff and cross training for all on days. This would allow to have workers on major and local streets. Some working doing on the weekends during the day when traffic flow is lower. Council Member Hussain asked if they have explored in house solid waste removal; staffing and equipment and economic impact. Mr. Kilpatrick stated the consultant study, with the current is the worst efficiency. The challenge to bring in house, the yard is maxed out, and it is hard to find solid waste staff. To make change would look into making it cost effectively, if can't can look into the recycling market better than private companies. Council Member Hussain asked if there is truth to contract surface street maintenance. Mr. Kilpatrick there is some work staff does, but nothing looking at getting out of. Some contract work is done due to the equipment.

Council Member Jackson acknowledged Mr. Kilpatrick on his responsiveness and spoke about the sustainability division in his budget. He then read the overview of that division in the budget. He then asked about the specific savings. Mr. Kilpatrick stated the main savings were started around the same time the division was created when all facilities went to energy stability, and he can share that report. Sustainability is involved in looking at waste reduction, city operations in helping doing those with the action plan. Council Member Jackson noted there is a quantified number, and Mr. Kilpatrick stated he can provide that on realized savings and projected savings. Council Member Jackson asked who is working on the solar project. Mr. Kilpatrick stated Ms. Welch is in involved but since it is WWTP they are running that project, but sustainability is involved in those calls. He could provide key metrics on what they are working on. Some things might not be quantified. The food scrap program is a pilot program, and surveys were sent on how many people are using that. It proves to be successful and looking at a pilot project so not having to drive somewhere. They are partnering with Hammond Farms and have not any issues with the food waste. Right now the participation is voluntary. Council Member Jackson stated that Ms. Welch asked for more staff. Mr. Kilpatrick noted there was a waste audit a couple years ago and there could be an update to it. Council Member Jackson referred to the budget line item, there were sustainability GL numbers and asked if that was it. Mr. Brower stated that is specific dedicated for sustainability. Council Member Jackson noted the amount of $40,000 contractual and $35,000 miscellaneous, and Mr. Brower confirmed. Council Member Jackson noted this position has accomplished of getting large amount grants for the City, and Mr. Brower confirmed but cannot confirm grants in the past we will get again. Council Member Jackson noted that Ms. Welch asked for more staff to apply for more grants and expand the work. Mr. Kilpatrick stated that there are different staff for applying for the grants and staff for carrying out the grants.

Mr. Randall noted in the CIP; WWTP there was $8,000,000 he will be watching.

Council President Kost asked if they hire staff for trash at the right of the way, will they enforce the trash bin ordinance also. Mr. Kilpatrick stated they will investigate the right of way and bins, and will coordinate with Code Compliance. Currently the primary routing goes to Code and they route back to Public Service. There are staff doing bin enforcement on a complaint basis. Council President Kost asked about tires, should they go to Lansing Connect and who handles. Mr. Kilpatrick stated if they get the complaint they will address, but will have to work with private owners and railroad property. Council President Kost spoke on shorter neighborhood roads, and if there are paving programs for those smaller streets; can all those smaller streets be looked at as a "neighborhood" and addressed. Mr. Kilpatrick noted they drive the roads, particularly in the spring to see what the weather has done, and some in good shape they want to keep in shape and maintain. They are trying to look at asset management approach to look at cost effective approach. Council President Kost asked if when buying items for fleet looking at better gas milage vehicles. Mr. Kilpatrick stated they do look, however they do not put a lot of miles, but with EV they do not put enough miles to get the pay back. With hybrid it can take an extra 6 months to a year to get the see the payback benefit because the vehicle is not driven as much as an individual.

Council Member Jackson asked if they proposed already a position for sustainability. Mr. Kilpatrick stated it was not proposed from him.

<u>Human Relations and Community Services</u>
Ms. Coleman, Amy Craig, Delvata Moses went through the list of questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
  Proposed budget will reflect increase in IT, 311 and personnel.

- Are there any changes in services that your department is responsible for and if so why?
  No
- Are there programs you have done in the past that you have not included in this budget?
  No
- Are there any rate or fee increases and if so why?
  No
- Are there any major equipment purchases proposed in your budget?
  No
- What impact has 311 taken on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of lower work load in this proposed budget.
  The service does allow this department to spend more time coordinating direct services. As a result have increased the number of individuals served.
- Has the department changed titles and roles of employees due to the Federal status on "Diversity"? If so, what are those changes.
  Yes; the DEI Director has a new title of Cultural and Accountability Director; and a specialist change to Culture and Accountability Specialist.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
  Yes; office support contract employee will be eliminated and filled with FTE.
- How many employees have left your department in the past year? How many were due to retirement?
  1 due to retirement in November.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
  In January 2024 joined 311.
- Are you able to perform all necessary departmental responsibilities with this budget?
  Yes
- Are there any new initiatives or services your department will be providing with this budget?
  Yes; hoping to reinstate Rent Smart; grant training; exploring collaborating with agencies on continuum of care.
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
  No.
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.
  None
- Does the department have the FTE housing legal assistance in the budget? If not, why not.
  No, with constraints of budget and want to be mindful.
- Does the department have the DEI Implementation Specialist in the budget? If not, why not.
  No. This role was approved under the budget, and since been renamed Cultural and Accountability Specialist.

Council Member Garza referred that salaries went up $200,000 the last year and this proposed. Mr. Brower that overall the personnel differences; the same FTE but there were staff reclassifications, positions added last year was estimated lower, other changes are increases in fringe. Council Member Garza asked how many employees had wage increases. Mr. Brower stated he can get the breakdown and organization charter.

Mr. Randall noted that is 25%-26% increase in personnel wages that that is more than estimate and reclassification. Mr. Brower stated some were reclassified, and some new positions estimates were low.

Council President Kost pointed to the document placed before the Committee at this time. It was a list of HRCS Grants, and there were ones that got an increase even with charges, and asked if these organizations were thoroughly vetted. Ms. Craig confirmed they have monitored the agencies and will continue to monitor. Council President Kost referred to the website, and when calling Mr. McDonald they got 311 and 311 advised them. It was noted that 311 was routing the calls to Mr. MacDonald and that is an error on 311.

Other

Comprehensive Study on Homelessness Outcome - HRCS

Ms. Coleman stated they have it but not ready to do a presentation. When it is scheduled the third party will be present.

DISCUSSION – FY2025/2026 Budget Policies

Council President Kost went through the highlighted sections, noting:

- Carryforwards; the OPIOD settlement has been received and can be removed.
- Transparency and Accountability in Government; section on Bi-annual reporting was provided to Mr. Randall the internal auditor and therefore can be removed.
- Contracts; the information was provided to Mr. Randall the internal auditor and can be removed.
- City's Road Maintenance/Construction Capital Improvement Plan; Mr. Lawrence responded and information was provided to Mr. Randall the internal auditor and therefore can removed.
- Capital Improvement Projects; information was provided to Mr. Randall the internal auditor and therefore can removed.
- Residential Solid Waste; information was provided to Mr. Randall the internal auditor and therefore can removed.
- Mowing of Parks and Cemeteries; information was provided to Mr. Randall the internal auditor and therefore can removed.
- Capital City Allocation; information was provided to Mr. Randall the internal auditor and therefore can removed.

Council Members had no comments or objections to the removal of the above items.

Mr. Venker asked Council to reconsider removing the "OPIOD Settlement" because they are still expecting to recoup funds; and it is a restrictive account. Mr. Brower stated that overall this section relates to project basis of OPIOD funds and other capital funds, with provisions, allocations, and ongoing capital projects.

Council Member Jackson change to "environmental stewardship". The second and third sentence would be amended to read

"The City recognizes the importance of sustainability and **the need to act** ~~support the Paris Agreement~~." "The City recognizes **the need** to reduce the City's net emissions output, increase its energy efficiency and improve its wastewater treatment and waste management programs."

There were no council objections to the changes.

These changes will all be reflected in the next draft of the document at the future meetings to be adopted as part of the Budget Resolution on May 19, 2025.

Adjourn
The meeting adjourned at 6:35 pm
Respectfully Submitted by,
Sherrie Boak, Recording Secretary,
Lansing City Council
Approved by the Committee on April 5, 2025