



AGENDA
Committee of the Whole
Monday, January 8, 2018 – 5:30 p.m.
City Council Chambers, City Hall 10th Floor

Council Member Wood, Chairperson
Council Member Washington, Vice Chairperson

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - January 3, 2018
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Presentation:**
 - Mayor Schor Executive Order 2018-01; Reorganization of Planning and Neighborhood Development
- 6. Discussion/Action:**
 - A.) RESOLUTION- 2018 Ad Hoc on Diversity and Inclusion Committee Establishment
 - B.) RESOLUTION-2018 Ad Hoc on Housing
 - C.) RESOLUTION – Set the Public Hearing on the Executive Order 2018-01 on Reorganization of Planning and Neighborhood Development
- 7. Other**
- 8. Adjourn**

The City of Lansing's Mission is to ensure quality of life by:

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
- II. Securing short and long term financial stability through prudent management of city resources.
- III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
- IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
- V. Facilitating regional collaboration and connecting communities



MINUTES
Committee of the Whole
Wednesday, January 3, 2018 @ 6:00 p.m.
City Council Chambers

CALL TO ORDER

City Clerk Swope called the meeting called to order at 6:00 p.m.

PRESENT

Councilmember Kathie Dunbar
Councilmember Jeremy A. Garza
Councilmember Adam Hussain
Council Member Brian T. Jackson
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Jody Washington
Councilmember Carol Wood

OTHERS PRESENT

Sherrie Boak, Council Staff
Chris Swope, City Clerk
Samantha Harkins, Mayor Executive Assistant
Elaine Womboldt
Bob Pena

Approval of Minutes

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE MINUTES OF DECEMBER 11, 2017 AS PRESENTED. MOTION CARRIED 8-0.

Public Comment on Agenda Items

Ms. Womboldt spoke in recognition of the new council members and her opinion on the future of Council in 2018. Ms. Womboldt asked that Council support the election of Council Member Wood for Council President.

Mr. Pena – asked Council to take attention to small businesses, specifically Green Trikes. On the owners behalf, Mr. Pena stated that the PND department has asked her to occupy a location appropriately zoned. So Mr. Pena asked the Council to grant a variance to allow the business to continue.

DISCUSSION/ACTION

Election of Council President

MOTION BY COUNCILMEMBER SPITZLEY TO NOMINATE COUNCILMEMBER WOOD AS THE 2018 COUNCIL PRESIDENT.

Councilmember Wood accepted the nomination for Council President. No other nominations were submitted, so nominations were closed.

MOTION CARRIED 7-1.

Election of Council Vice President

MOTION BY COUNCILMEMBER WOOD TO NOMINATE COUNCILMEMBER WASHINGTON AS THE 2018 COUNCIL VICE PRESIDENT.

Councilmember Washington accepted the nomination for Council Vice President. No other nominations were submitted, so nominations were closed.

MOTION CARRIED 8-0.

ADJOURN

The meeting was adjourned at 6:07 p.m.

Respectfully Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on

Office of Mayor Andy Schor
124 W. Michigan Avenue, Ninth Floor
Lansing, MI 48933



RECEIVED
2018 Jan 03
2017 DEC 34 AM 8:21
LANSING CITY CLERK
1/3/18
BCC

TO: COUNCIL PRESIDENT, COUNCIL VICE PRESIDENT, MEMBERS OF LANSING CITY COUNCIL; ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER AND EXECUTIVE REORGANIZATIONAL PLAN 2018-01

As Mayor of the City of Lansing, I am issuing this Executive Order as summarized immediately below, and as further explained herein and in the attachments.

SUMMARY OF MAIN ELEMENTS

RECOGNIZE THE NEW NAME OF THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT AS THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING;

TRANSFER THE CODE COMPLIANCE OFFICE FROM THE FIRE DEPARTMENT TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING;

CREATE A NEW DEPARTMENT OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT TO PROVIDE DAY-TO-DAY DIRECT CITIZENS SERVICES;

TRANSFER THE FUNCTION OF THE OFFICE OF FINANCIAL EMPOWERMENT TO THE NEW DEPARTMENT OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT;

RECOGNIZE THAT LONG TERM PLANNING FOR PARKING LOTS IS LOCATED WITHIN THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING; AND

ESTABLISH THE REPORTING RESPONSIBILITY OF DOWNTOWN LANSING, INC. IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING.

NARRATIVE SUMMARY

It is my vision for the City of Lansing to consolidate where possible responsibilities and activities into unifying departments. For efficiencies, it is reasonable and logical that functions of development, planning, building constructions and property maintenance all be consolidated in a single department under the direction of a single department head responsible to me for the department's proper operation.

It is also my vision that because citizen engagement is essential for neighborhood support and revitalization, I am creating a new department named Department of Neighborhoods and Citizen Engagement.

As indicated, more detail concerning these changes is found in the attachments.

Because of the foregoing and existing overlapping duties and responsibilities, I deem the following desirable and necessary:

- First, the Department of Planning and Neighborhood Development (**DP&ND**) should provide as its primary function the City's planning and development responsibilities. Therefore, I rename **DP&ND** the Department of Economic Development and Planning (**DEDP**). **This is not a Charter reorganization.**
- Second, the Code Compliance duties and operations as primarily set out in the International Property Maintenance Code interface with the Michigan building codes, and, therefore, Code Compliance will be brought back into **DEDP** where it is a better fit than in the Fire Department. **This is a Charter reorganization.**
- Third, I will create a new department to be dedicated to the furtherance of citizen engagement in neighborhoods. It will be known as the Department of Neighborhoods and Citizen Engagement. This will relieve the new **DEDP** of the day to day direct neighborhood services and provide for the collaborative interface with other departments to provide quick and efficient citizen support. This department will initially be comprised of the department head, an administrative assistant, and support staff. The department head will be responsible to me for its efficient operation. Long term planning and programs for citizens, such as CDBG and HUD, will remain in the **DEDP**. The details concerning the functions and activities of **DEDP** and the Department of Neighborhoods and Citizen Engagement are found on the two attachments to this Executive Order. **This is a Charter reorganization.**
- Fourth, because an integral part of citizen/neighborhood services is financial empowerment, I will transfer the Office of Financial Empowerment from the Mayor's Office to a division under the department's director of the new Department of Neighborhoods and Citizen Engagement. **This is not a Charter reorganization.**
- Fifth, to include open City property, including parking lots, as part of development and planning, I will transfer the jurisdiction of parking lots use and ownership from the Public Service Department to the **DEDP**, but leave the construction and maintenance of parking in the Public Service Department. This does not involve reorganization, but is only recognition of the responsibility of long term planning. **This is not a Charter reorganization.**

- Finally, Downtown Lansing, Inc. will report to the Director of the **DEDP**. **This is not a Charter reorganization.**

Therefore, pursuant to Sections 4-102.1, 4-103.4, and 4-301.7 of the Lansing City Charter, I hereby issue the following Order:

EXECUTIVE ORDER

IT IS HEREBY ORDERED:

- I. The Department of Planning and Neighborhood Development is hereby renamed Department of Economic Development and Planning;**
- II. The Code Compliance Office is moved from the Fire Department to the Department of Economic Development and Planning;**
- III. The Department of Neighborhoods and Citizen Engagement is created;**
- IV. The function of the Office of Financial Empowerment is transferred to the Department of Neighborhoods and Citizen Engagement;**
- V. Long term planning for parking lots is located within the Department of Economic Development and Planning;**
- VI. The reporting responsibility of Downtown Lansing, Inc. shall be to the Director of the Department of Economic Development and Planning;**
- VII. REVOCATION OF PRIOR EXECUTIVE ORDERS**

All other Executive Orders in contravention of this Executive Order are hereby rescinded.

This Executive Order, signed on 1st of January, 2018, shall remain in full force and effect until it is rescinded or suspended.


**Andy Schor, Mayor of the City of
Lansing, Michigan**

Department of Economic Development and Planning

Planning and Zoning	Collaborative Departments and Partners	Community Development and Housing	Collaborative Departments and Partners	Economic and Commercial Development	Collaborative Departments and Partners	Building Safety	Collaborative Departments and Partners	Code Compliance	Collaborative Departments and Partners	Parking	Collaborative Departments and Partners
At the heart of a traditional planning department is the division that ensures that approved plans are adhered to. This division will also be charged with providing creative guidance to those looking to develop in the City and challenging applicants to find innovative solutions.	Planning Board; Board of Zoning Appeals; Historic District Commission; Public Services; TCRPC	Financing and reporting for programming that supports low-to-moderate income residents will emanate from this office, though many objectives will be achieved elsewhere. Additionally, support for improving aging housing-stock and diversifying housing across many spectra will be planned for.	Nonprofit housing and social service agencies; Neighborhood Engagement; CMH; Human Relations; HUD/MSHDA/MEDC	The City oversees administration of its own economic development corporation and various special assessment districts (PSD, BRA, TIF, etc.). For the time being, many of these functions will continue to be administered via LEAP. Philosophical direction for all will be provided by the Mayor/Director. Additionally, new directions will be taken to encourage business creation, particularly locally-driven and minority-created businesses.	LEDG; PSD; BRA; CIA; Land Bank; LEPFA; Chamber and Minority/Specialty Chambers; CATA; CAMW; Downtown Lansing, Inc.	Building Safety will work with those creating structures in the City to ensure that safety of structures in the City. Building Safety will also be charged with monitoring and encouraging innovative new practices in building design and sustainability.	Demolition Board	Code Compliance will take its cues from this division and will work to foster a healthy, safe, vibrant community through its actions. While complaints will of course still be taken and responded to, there will be a more proactive approach in identifying and working with property owners on property improvement. Additionally, opportunities to include commercial enforcement will be explored.	Neighborhood organizations; realtors	Parking will continue to provide primary service to city-owned lots and structures. Parking will also be challenged with figuring out innovative ways of creating access to parking while also reducing our parking requirements.	

Department of Neighborhoods + Citizen Engagement

Building Neighborhoods		Advancing People		Engaging Citizens	
City of Lansing	Collaborative Departments and Partners	City of Lansing	Collaborative Departments and Partners	City of Lansing	Collaborative Departments and Partners
Resilient Nbhd's/ Live Green Lansing	BWL Environmental Groups EDP LFD Disaster Management Programs Energy Efficiency Lead Safe Pgms/EDP Do 1 Thing Red Cross	City of Lansing Office of Financial Empowerment	MSUFCU & other financial partners Lansing Promise Lansing School District	Citizen communications Housing + Neighborhood Resource Summits/Mayor's Office Support all departments on events, community input/engagement, Lansing Neighborhoods website, LiNCS meetings and weekly updates, Neighborhood News Blog	Mayor's Communications Office IT Digital Media Manager, Metro Lansing Living
Neighborhood Cleanups	EDP, Public Service, Nbhd Orgs	Lansing School District Liaison/Partnership Program	LSD	Citizens Academy Program	LPD – modeled after existing LPD Citizen's Academy.
Neighborhood Advisory Board – Neighborhood Grant/Love Your Block	Nbhd Orgs Corporate Partners	Workforce Development	CAMW LCC/MSU LSD	Urban Fellows Program coordinated intern program	HR City Depts MSU/LCC & others
MSU Global Day of Service and other corporate/organizational volunteer days	MSU/LCC Corporate Soc Resp. CAUW	Lansing For A Lifetime	AARP Public Service/Age Friendly Lansing Plan	AmeriCorps and VISTA program	HR Power of We
Neighborhoods in Bloom	Landbank Nbhd Org			LOVE Lansing Celebration	Mayor's Office Nbhd Orgs

BY COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, City Council will establish an Ad Hoc Committee on Diversity and Inclusion to ensure and continue positive support of the continued efforts of the City of Lansing, Michigan as a welcoming Community for diverse population; and

WHEREAS, this Committee will work to communicate information and foster diversity to various City Departments and organizations; also to create a template to review any ordinance or policies changes as to how these changes will affect our diverse populations and what accommodations may need to be made for the a particular population; and

WHEREAS, the City Council over the next year will consider making the Ad Hoc Committee a standing committee within Council.

NOW BE IT RESOLVED, this Ad-Hoc Committee will consist of three (3) members of City Council.

BE IT FURTHER RESOLVED, this Committee will meet through December 31, 2018.

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Lansing, MI has seen the loss of nearly 10,000 good-paying manufacturing jobs since the 1980s, resulting in a population decline of over 17,000 people as well as residential and commercial property deterioration and blight; and

WHEREAS, while Lansing's population began increasing again in 2016 along with investments in housing stock, which has led to discussions concerning housing options by various organizations and City government; and

WHEREAS, numerous studies have been commissioned over the years and the information from these studies would be invaluable to expand upon for the purpose of the Ad Hoc Committee on Housing; and

WHEREAS, residents of Lansing and members of the Lansing City Council have expressed interest in forming an Ad Hoc Committee on Housing to further explore and facilitate potential solutions to the issues facing residents and potential residents in Lansing, MI; and

WHEREAS, the Ad Hoc Committee, working with the Administration, will develop recommendations and policies to improve housing options in Lansing and with our regional partners; and

WHEREAS, the Ad Hoc Committee on Housing will consist of the three (3) members of the Lansing City Council and the following stakeholders:

- Representative of the City of Lansing Department of Planning & Neighborhood Development
- Representative of Greater Lansing Association of Realtors
- Representative of the Greater Lansing Chamber of Commerce
- Representative of the Michigan State Housing Development Authority
- Residential Housing Builder
- Community Member
- Representative of the Rental Property Owners Association of Mid Michigan

THEREFORE BE IT FURTHER RESOLVED, Ad Hoc Committee on Housing will meet through November 16, 2018 and will provide written recommendations to the full City Council and the Administration no later than November 26, 2018.

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing City Council received Executive Order 2018-01 and Reorganization Plan on January 3, 2018; and

WHEREAS, Executive Order 2018-01 recognizes the new name of the Department of Planning and Neighborhood Development as the Department of Economic Development and Planning, transfers Code Compliance from the Lansing Fire Department to the Department of Economic Development and Planning, and creates a new Department of Neighborhoods and Citizen Engagement; and

WHEREAS, pursuant to Section 4-301.7 of the Lansing City Charter, the City Council shall study and conduct public hearings on the plan; and

WHEREAS, ninety days after submission of a plan to the City Council, the plan shall become effective and shall become operational as stated in the plan, with such modifications as are accepted by the Mayor, unless disapproved by a resolution adopted by two-thirds of the City Council members serving.

THEREFORE, BE IT RESOLVED that a public hearing will be held in the City Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing, Michigan, on the January 22, 2018 at 7:00 p.m., on the reorganization components of Executive Order 2018-01.