



AGENDA
Committee of the Whole
Monday, May 7, 2018
Immediately Following the Special City Council Meeting
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**
 - April 30, 2018
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Presentation:**
 - City Clerk
 - Fire Department
 - Mayor & Community Media
 - Finance
 - Council and Internal Auditor
- 6. Discussion/Action:**
 - A.) RESOLUTION – Introduction & Set Public Hearing; Ordinance Amendment to Chapter 230, Section 230.01; Renaming of Dept. of Planning & Neighborhood Development to Department of Economic Development & Planning
 - B.) RESOLUTION – Introduction & Set Public Hearing; Ordinance Amendment to Chapter 1210, Section 1210.01; Department of Economic Development & Planning Supervision over Planning, Development, Building Safety, Code Compliance, and Parking
 - C.) RESOLUTION – Introduction & Set Public Hearing; Ordinance Amendment to Chapter 224, Section 224.01; Removal of Code Compliance from the Lansing Fire Department and placing all duties and functions of Code Compliance, Code Compliance Manager and Officers to the Department of Economic Development & Planning without change or interruption.
- 7. Other**
 - Annual Action Plan CDBG, HOME & ESG For Fiscal Year ending June 30, 2019
 - Council Members Reports on Boards/Commissions
- 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



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MINUTES
Committee of the Whole
Monday, April 30, 2018 @ 5:30 p.m.
City Council Chambers

CALL TO ORDER

Council President Wood called the meeting to order at 5:30 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
Eric Brewer Internal Auditor
Jim Smiertka, City Attorney
Lisa Hagen, Assistant City Attorney
Samantha Harkins, Mayor's Executive Assistant
Angie Bennett, Finance Director
Judge Alderson, District Court
Chief Yankowski, LPD
Anethia Brewer, District Court Administrator
Mary Kelly, Deputy Court Administrator
Mary Reynolds
Denis Prisk
Loretta Stanaway
Elaine Womboldt
Deb Parrish
Kathy Miles
Jim Gromer, MHT
Donna McMillan, MHT
Mayor Schor – arrived at 7:09 p.m.

Minutes

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM APRIL 23, 2018 MEETING AS PRESENTED. MOTION CARRIED 8-0.

Public Comment on Agenda Items (Up to 3 Minutes)

Ms. Parrish commended the LPD on their service, and then asked the Committee to question the District Court on what their opinion is on the importance of payment on income tax, and also what the \$50,000 in their budget is for contract services.

Ms. Womboldt spoke in support of more community police officers, inquired into the role of the LPD with a new City Hall and District Courts necessary costs for a new City Hall and the impact.

Ms. Stanaway announced an upcoming event at Evergreen Cemetery, voiced her concerns on parking in the downtown area, then spoke in support of the LPD's role in the City and suggested utilizing deputized cadets for lower risk calls and using deputized retired volunteers for transporting.

Presentation

Department Budget Presentations

District Court

Judge Alderson referenced their annual report and spoke briefly on the trends for the court including a 2016 downward trend in case files, but in 2017 those went up and they are seeing the same in 2018. Their revenue is also down, which is a trend with state wide fees, and they are looking at the availability to pay and looking at ways to pay. The Courts have partnered with the Department of Parks and Recreation on a potential work program. Ms. Brewer began a presentation on statistic which noted in 2017 they had 31,770 overall new cases, which included felonies, misdemeanors, drunk driving, civil cases, landlord tenant cases and small claims. This represents a 1,253 increase in filings. They reviewed 1,155 cases online, and collected \$151,001 from those online reviewed cases, and of those 90% were paid within 30 days. The Courts have also enhanced their video conferencing with LPD so now an attorney can stay in the Courts and communicate to the County and detention. Ms. Brewer noted that currently the courts are working on the e-tickets system for motorcycles and bicycle officers. Ms. Brewer moved on to update the Committee on the County wide Indigent Program that the City approved in 2017. In April 2018 the Commission approved the plan and cost analysis. The next step is the legislation will look at the appropriation process, and the Courts should know by early fall the amount, and then they will have 180 days to bring to fruition. Ms. Brewer concluded with a brief over of the budget request noting they have no formal requests for capital improvements and no increases.

Council Member Jackson referred back to the community service option mentioned and asked how that would affect the bottom line of their budget. Ms. Brewer noted the payment plans have been extended and they offering plans and more time to pay.

Council President Wood asked about the eviction diversion project. Judge Alderson stated it ran from September through December where they had onsite MSU and Legal Services assistance for landlord/tenant cases. We had a circuit clerk available to explain to the individuals and to speak to the attorney or landlord, of those 50% chose to speak to an attorney. The results were that there were an increased number of people coming to court and less defaults. Additionally they are not seeking eviction but are working out plans with landlords. The Courts will meet May 9th to see how it worked throughout all the courts and look to see if there are also community resources to use. The study itself can be found on the 54A District Court website.

Council President Wood asked how many years the Diversion Program with Sobriety Court had been going on, and was told since 2005. She then asked if the Courts saw a decrease due to the City Ordinance issue earlier in the year. Ms. Brewer noted there were 448 cases written under the ordinance that were expired in that time frame. The fines assessments came to \$9,621, and some of the judges have vacated those sentences and have worked to return those funds. Council President Wood then asked if the Courts have been part of the discussion on a new City Hall, and Judge Alderson assured the Committee that they have been meeting with the Mayor's office.

Council Member Washington asked for statistics on the success of the Sobriety Court. Judge Alderson acknowledged it was at a 78% success rate in the 2 year program.

Council Member Jackson asked if the Courts could support an on-call option with LPD to dismiss without prejudice or adjourn, which would address the LPD overtime when they are called into court. Judge Alderson noted it is important to have the officers in court to confer with the attorney. She would look into having a meeting with LPD and the prosecutor on if it was a viable option. Council Member Dunbar asked if they could utilize their video conference they mentioned earlier for the officers. Again Judge Alderson stated she would need to meet with the prosecutor's office to see if that works.

Council President Wood asked if their staffing was full. Ms. Brewer noted they have one vacant part time position.

Lansing Police Follow Up Budget Questions

Chief Yankowski began by inviting everyone to their 125 Anniversary celebration at the Lansing Center on May 5th.

Council Member Washington asked about the future of the police department location and the impact on the budget. Chief Yankowski confirmed an assessment study was done in 2015 and they have had a focus on how they can effectively and efficiently combine resources in Lansing and with their regional partners. This includes looking at what is the best cost effective for facilities for LPD, lock up and District Court. Council Member Washington asked when the lease was up at their south side location, and the Chief confirmed it would be August, 2018, and they are currently in the process of negotiations with the Lansing School District.

Council Member Garza asked if cameras can be installed on traffic speed trailers. Chief Yankowski noted it was not an option. Council Member Garza then asked if the panhandlers could be charged with littering and debris and for traffic distractions. Chief Yankowski noted that there is no data on if they do cause a distraction, but the officers can determine on site if they are obstructing traffic, hindering traffic or blocking a sidewalk.

Council Member Spadafore referred to page 19 of the line item and the \$241,253 for equipment, questioning what it was intended to be used for.

Council Member Hussain stepped away from the meeting at 6:11 p.m.

The Chief noted that the equipment line is used to update equipment, and this budget addresses many "priority 1" items and would include updating the safety cameras.

Council Member Hussain returned to the meeting at 6:13 p.m.

Council Member Jackson asked if the intent would be for the School Resource Officers to take over the enforcement at the schools. Chief Yankowski noted that currently there is a \$120 million request in at the State to make sure all schools have school resource officers. Public Safety Officers at the schools are not armed, but they are not there just for safety, but to build relationships. Council Member Jackson then asked if the equipment purchase for body camera are the ones on the personal protection gear, and it was stated that the department is working on new technology for the LPD and working on options. In the FY19 Budget for equipment, there will be cameras for the tactical unit and hooked to helmets. For the mobile units they have not made a determination on what to have. Council Member Jackson then referred the Chief to what he read as a proposed armored vehicle being purchased from the forfeitures funds at \$200,000 but the cost is higher at \$350,000. Council Member Jackson noted his concern on where the funding is from and interested in the Police Department policy on forfeitures. Chief Yankowski clarified that the Incident Command Vehicle, is not armored or used in a tactical situation. It is a mobile command center and can be used for floods, hurricanes, natural disasters, etc. In FY19 they are setting aside \$350,000 for that. The department does not rely on the forfeiture funds, and do not utilize them unless an actual need for the community. Council Member Jackson again asked if the LPD had a forfeiture policy. Chief Yankowski noted that there was a recent change to forfeiture law this past year and the LPD is working with the County Prosecutor. There is constitutional and due process in place and they also have the protocols in place for the City.

Council Member Garza asked for the locations of the public surveillance cameras in parks, specifically Beck park. Chief Yankowski stated there is a list on the website and he can get to Council, but also if there is a camera there is also a sign stating such.

Council Member Dunbar stepped away from the meeting at 6:27 p.m.

In FY19 they are looking to add more depending on the cost, which could be \$2000-\$5000, based on crime data or public complaints.

Council President Wood noted to the Chief that the initial lease for the south side precinct on Wise Road was \$25,000 and now it is up to \$125,000, so she encouraged the Chief to consider that in the LSD negotiations.

Council Member Dunbar returned to the meeting at 6:30 p.m.

Chief Yankowski acknowledged the concern and noted he is working with the Mayor's office on additional concerns he has that need to be addressed in the next lease.

Council President Wood asked if the equipment for parking enforcement is coming out of the LPD budget since they took it over, and she was informed it comes out of the parking enterprise fund. She then inquired if the LPD was going to upgrade ticket writing with the motorcycles. The Chief noted they are evaluating how the parking vehicles are used and handhelds are being researched.

Council President Wood asked if there was an ordinance that requires businesses and residents to register their surveillance cameras so they can be utilized in a crime for evidence. Chief Yankowski did refer to a program called SCRAM on the LPD website, where they can register on line to let the LPD know if they have one.

Council President Wood asked how many officers they would be front loading in 2019, at which the Chief admitted that they already know they need to replace 18, including current

vacancies. Their goal is to recruit, hire, and train by the time the 18 retire. Their front loading deadline is July 1, 2019.

Lastly the Chief informed the Committee that the Explorers recently won the State competition and there are also 3 cadets going to the academy in 2019.

City Attorney

Mr. Smiertka offered a presentation of the department which outlined their schedule, duties, principals, and direction they have been given that if they do not have the answer or is not confident in the answer, because they speak with "one voice" they are to confer and report back. The presentation also included an overview of the cases, marihuana cases, FOIA and staffing.

Council Member Spitzley asked if the proposed \$1.9 million includes the funds for the vacant positions, and was informed it includes the vacant and the new CSR position. Council Member Spitzley then asked what the department was doing in shutting down dispensaries that did not shut down, or do not have licenses or were denied a license. Mr. Smiertka noted that in December 2017 they agreed to opt in with rules from the State, and started with the cease and desist letters. There is a leadership group that meets to go over all the issues. Council Member Spitzley then asked if there was a form of enforcement for those facilities that were denied and are now in the appeal process. Mr. Smiertka informed the Committee that there were 5 denied and they have joined in a lawsuit against the City. Council Member Spitzley asked again, if someone was denied a license and appeals, can they still stay open, at which Mr. Smiertka clearly stated no. Council Member Spitzley then asked if they were working on or with the State Gaming Commission on illegal gambling, and Mr. Smiertka noted his office is working on a new ordinance amendment for a May 9th Committee on Public Safety meeting. Council Member Spitzley concluded by asking how Law was addressing the \$7 million in unpaid income taxes, and was informed that the Treasurer has an elaborate 4-5 step process and they have added another step that before they go to Court they get a letter from the City Attorney. The goal is to continue to prosecute.

Council Member Washington spoke in support of higher salaries for the attorneys to keep them in their positions here at the City.

Council Member Garza went back to the denied dispensaries and asked what fines were issued to those that stay open when they are denied. Mr. Smiertka confirmed there is a fine and a court order, with \$750 a day and increases. Ms. Sumner added that there has only been 1 issued, but encouraged them to look daily at the Clerk's website for updates. There was a further discussion on fines and court compliance.

Council Member Jackson asked if the City Attorney office was taking a pro-active approach since it appears the vote for legalizing recreational marihuana could be on the ballot. Mr. Smiertka acknowledged they are, but that also recreational will come with their own set of regulations.

Council Member Spadafore asked if the line time for temporary help was for outside counsel. Mr. Smiertka clarified it was for actual temporary employees. Outside counsel is not in the budget, it is spread throughout the City, and insurance and bonds support those services.

Council Member Spadafore asked if the department itemizes and tracks their hour spent on issues. Mr. Smiertka acknowledged that they normally do not.

Council Member Washington asked what the department's plans were to address the prospect of recreational marihuana and separation. Mr. Smiertka confirmed his office will have four (4) interns this summer working on that project.

Council Member Wood asked Mr. Smiertka to let the Committee know how much they have spent on outside counsel, how much they plan to spend and how do those numbers compare to previous years.

Discussion/Action

RESOLUTION – Reappointment of Individuals to Various Boards & Commissions

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE REAPPOINTMENTS OF INDIVIDUALS TO VARIOUS BOARDS & COMMISSIONS.
MOTION CARRIED 8-0.

Other

Council Staff distributed to the Committee the recent draft provided by Law at this meeting, labeled Draft #4 dated April 30, 2018 making the Ordinance 888.28a.

Council Member Hussain provided a brief timeline on the PILOT request for Camelot Hills. This included their original request which was 4%, the required public hearing being held, and then the action at the Committee on Development & Planning meeting where the approval of the PILOT then failed 1-2. Since that time, he added, there had been discussions to consider other options, which have now been brought back to Council for a 7% PILOT with no other changes to the project. The PILOT would be 35 years at 7% beginning in 2019 running to 2054.

MOTION BY COUNCIL MEMBER HUSSAIN TO DISCHARGE THE PILOT FOR CAMELOT HILLS FROM THE COMMITTEE ON DEVELOPMENT AND PLANNING TO THE COMMITTEE OF THE WHOEL TO CONSIDER THE PILOT ORDINANCE AS A LATE ITEM.
MOTION CARRIED 8-0.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE ORDINANCE FOR THE PILOT FOR CAMELOT HILLS.

Council Member Spitzley asked if this was an amendment to the current ordinance on the books for Camelot Hills PILOT, 888.28. Mr. Smiertka stated that it is an amendment to 888.28 which is currently in the Code of Ordinances and will commence in 2019 at which point the Ordinance 888.28 will be repealed.

Council Member Washington acknowledged the administration for their work on the item over the weekend, but did note a concern on funding a non-profit.

MOTION CARRIED 7-1.

Council Members Reports on Boards/Commissions

This topic was moved to the May 7, 2018 meeting.

ADJOURN

The meeting was adjourned at 7:26 p.m.

Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on

CITY CLERK

Description

The Office of the City Clerk is responsible for the orderly conduct of all elections in the City of Lansing and for the processing of all voter registration records of its citizens. The City Clerk oversees the proper maintenance of records for the City, and prepares Agendas and printed Proceedings for the Lansing City Council.

A number of business licenses are processed through the Office of the City Clerk, including the regulation of Medical Marihuana Establishments, Peddlers & Transient Merchants, Vehicles for Hire, and Cabarets. The City Clerk serves as the recording secretary to the Board of Ethics, administers all oaths required for municipal purposes by law and is an approved United States Passport Acceptance Facility.

CITY CLERK'S OFFICE

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Proposed</u>	% Change FY18 Adopted FY19 Proposed
<u>Department Appropriation</u>					
Personnel	\$ 816,578	\$ 825,177	\$ 804,955	\$ 955,857	15.8%
Operating	229,650	237,623	242,342	241,143	1.5%
Total	<u>\$ 1,046,228</u>	<u>\$ 1,062,800</u>	<u>\$ 1,047,297</u>	<u>\$ 1,197,000</u>	12.6%

Budgetary Explanations

A new election and licensing clerk position is proposed for FY 2019 for medical marijuana application processing, resulting in the above-noted increase in personnel costs.

PERFORMANCE MEASUREMENTS

Strategic Goals:

The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

1. Timely posting of documents to the City website
2. Timely provision of City Council proceedings after each meeting completion

Performance Indicators:	FY 2017	FY 2018	FY 2019
Percent of documents posted to the City website within 2 weeks of receipt	100%	100%	100%
City Council Proceedings submitted to Council for approval after meeting completion	all with exception of 7	all with exception of 4	Les than 2

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017</u> <u>Actuals</u>	<u>FY 2018</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2018</u> <u>Amended</u> <u>Budget</u>	<u>FY 2018 Year-</u> <u>End Projection</u>	<u>FY 2019</u> <u>Proposed</u> <u>Budget</u>
CITY CLERK'S OFFICE						
101.172400.702000.00000	SALARIES	307,892	331,161	331,161	330,500	395,000
101.172400.706400.00000	WAGES - ELECTION INSPECTOR	169,253	125,000	125,000	102,939	160,000
101.172400.707000.00000	TEMPORARY HELP	30,456	49,500	49,500	49,500	50,000
101.172400.708000.00000	OVERTIME - SALARY	13,234	7,500	7,500	10,000	15,000
101.172400.712000.00000	LONGEVITY	1,000	1,500	1,500	1,500	1,500
101.172400.715300.00000	FRINGE BENEFITS - FIXED	202,672	210,147	210,147	210,147	209,357
101.172400.715400.00000	FRINGE BENEFITS - VARIABLE	92,071	100,369	100,369	100,369	125,000
101.172400.741000.00000	MISCELLANEOUS OPERATING	118,928	110,000	110,000	110,000	110,000
101.172400.741010.00000	SPECIAL ELECTION A	642	-	-	4,719	-
101.172400.741014.00000	SPECIAL ELECTION B	23	-	-	-	-
101.172400.741200.00000	PROMOTION	5,369	5,000	5,000	5,000	5,000
101.172400.741500.00000	ADVERTISING/PUBLISHING	12,874	20,000	20,000	20,000	20,000
101.172400.743720.00000	INFORMATION TECHNOLOGY ALLOC	44,626	56,349	56,349	56,349	59,360
101.172400.744110.00000	UTILITIES - CITY HALL	28,645	30,000	30,000	30,000	30,000
101.172400.744200.00000	TELEPHONE	10,246	7,500	7,500	7,500	7,500
101.172400.748000.00000	INSURANCE & BONDS	8,297	8,774	8,774	8,774	9,283
	CITY CLERK'S OFFICE Total	\$ 1,046,228	\$ 1,062,800	\$ 1,062,800	\$ 1,047,297	\$ 1,197,000

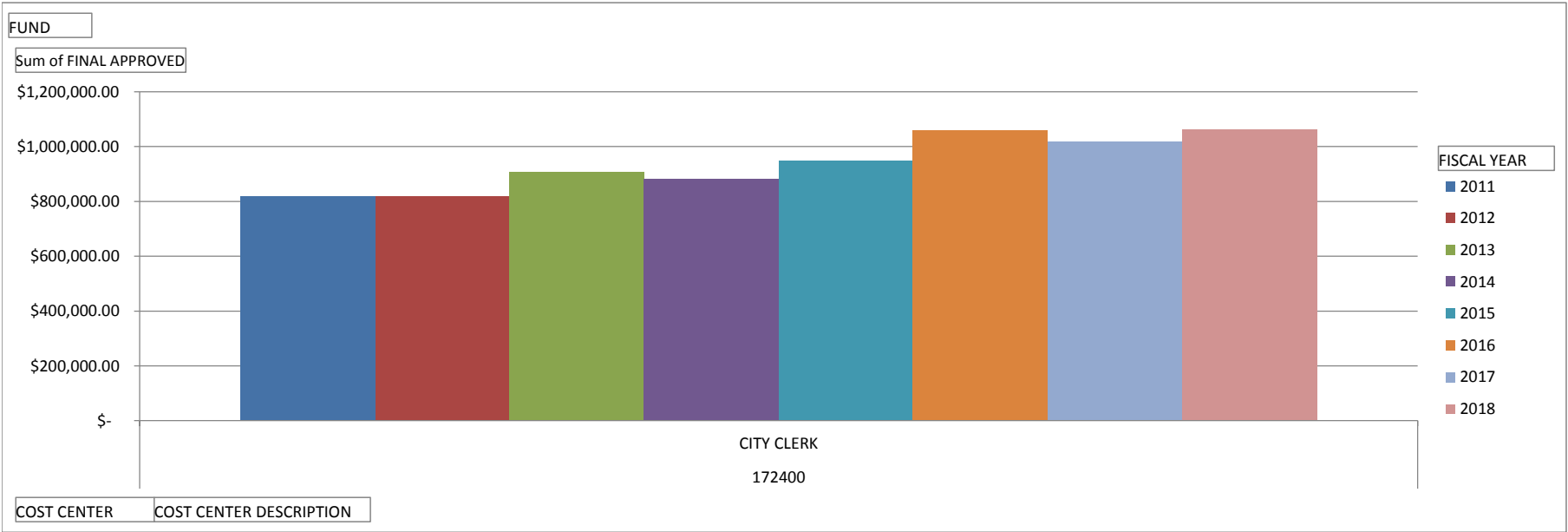
FINAL APPROVED BUDGET PRIOR YEAR(S) COMPARISON FOR COST CENTER(S)

FUND	GENERAL FUND
DEPARTMENT	CITY CLERK

FUND	101
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Sum of FINAL APPROVED		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
172400	CITY CLERK	\$ 819,812.00	\$ 817,970.00	\$ 906,125.00	\$ 880,400.00	\$ 949,360.00	\$ 1,060,000.00	\$ 1,018,700.00	\$ 1,062,800.00	
Grand Total		\$ 819,812.00	\$ 817,970.00	\$ 906,125.00	\$ 880,400.00	\$ 949,360.00	\$ 1,060,000.00	\$ 1,018,700.00	\$ 1,062,800.00	

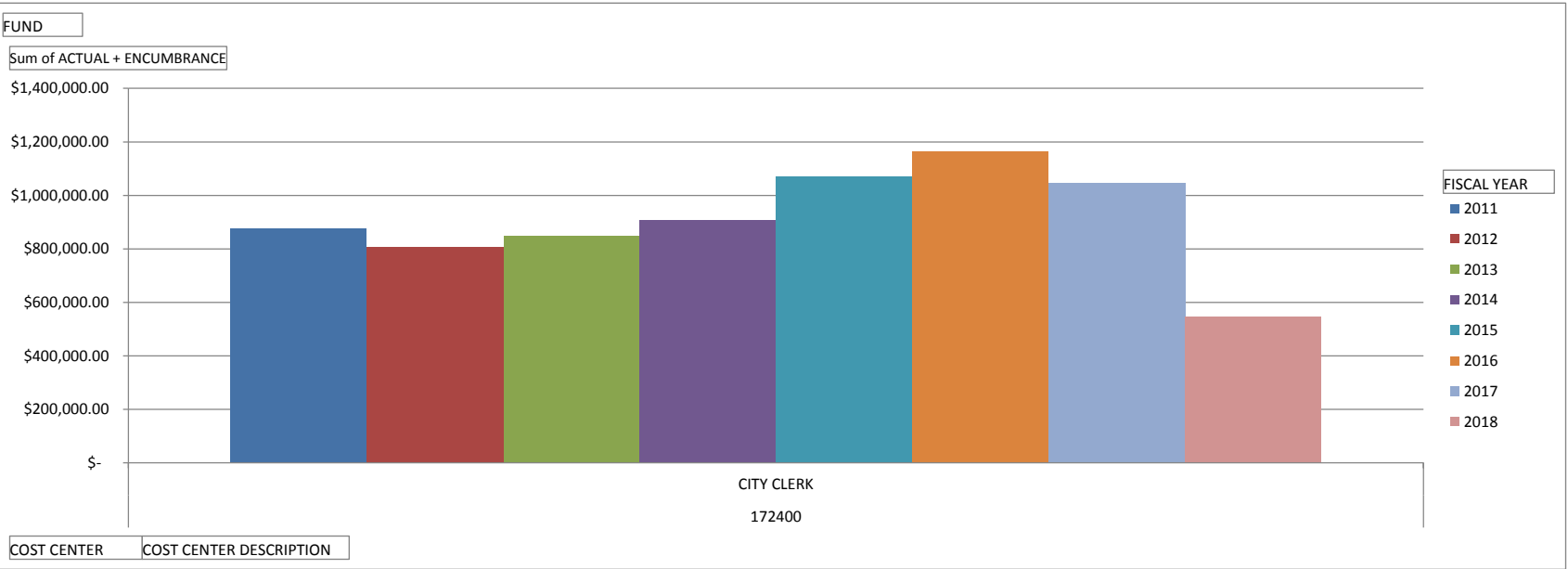
2019 REQUEST
\$ 1,197,000.00
\$ 1,197,000.00



ACTUAL + ENCUMBRANCE PRIOR YEAR(S) COMPARISON FOR COST CENTER(S) (FY2018 as of 12-31-2017)

FUND	GENERAL FUND
DEPARTMENT	CITY CLERK
FUND	101

Sum of ACTUAL + ENCUMBRANCE		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
172400	CITY CLERK	\$ 877,169.94	\$ 807,224.49	\$ 848,512.30	\$ 906,433.57	\$ 1,072,075.74	\$ 1,165,695.22	\$ 1,046,228.63	\$ 546,890.28	
Grand Total		\$ 877,169.94	\$ 807,224.49	\$ 848,512.30	\$ 906,433.57	\$ 1,072,075.74	\$ 1,165,695.22	\$ 1,046,228.63	\$ 546,890.28	



LFD BUDGET PRESENTATION FY-19

Fire Commission

Chairperson - Rodney Singleton

Yvonne Young-McConnell

Alicia Banks

Wyatt Ludman

Vice Chair - Betty Draher

David Keeney

Georgina Nelson

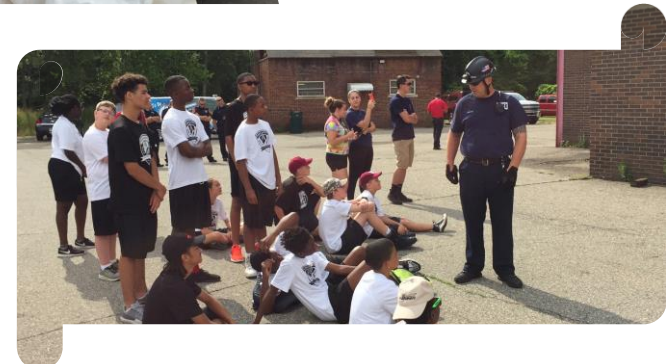
Recorder - Patti Starnes

Lansing Fire Department Mission

Ready When You Need Us

“Committed to serving the Lansing Community with a high level of life-safety and property protection; achieved through excellent compassionate service in an atmosphere encouraging innovation, professionalism and diversity”

LFD Committed to Community



LFD Budget

- FY – 18 Adopted \$32,678,064
- FY – Year End Projected \$33,045,499
- FY-19 Proposed Budget \$34,149,900
- \$1,471,836 increase
- \$3.1 million 1.5 dedicated millage
- 4.5% Increase (Salary/Benefits)
- 85.8% Cost Attributed to Personnel Services
- 159 Fire Suppression + 16 = 175 Sworn(Prevention/Training/Maintenance/Admin./Emergency Mgt.)

- FY-18 \$100k CIP Purchase 16-SCBA Packs, 16-Masks; 32-Bottles
- Purchased 2-Power Lift Stretchers (residual millage)
- Purchased 1-emergency Notification Siren (residual millage)
- *Tentative Agreement 1-Used Platform Truck

Lansing Fire Department

Ready When You Need Us

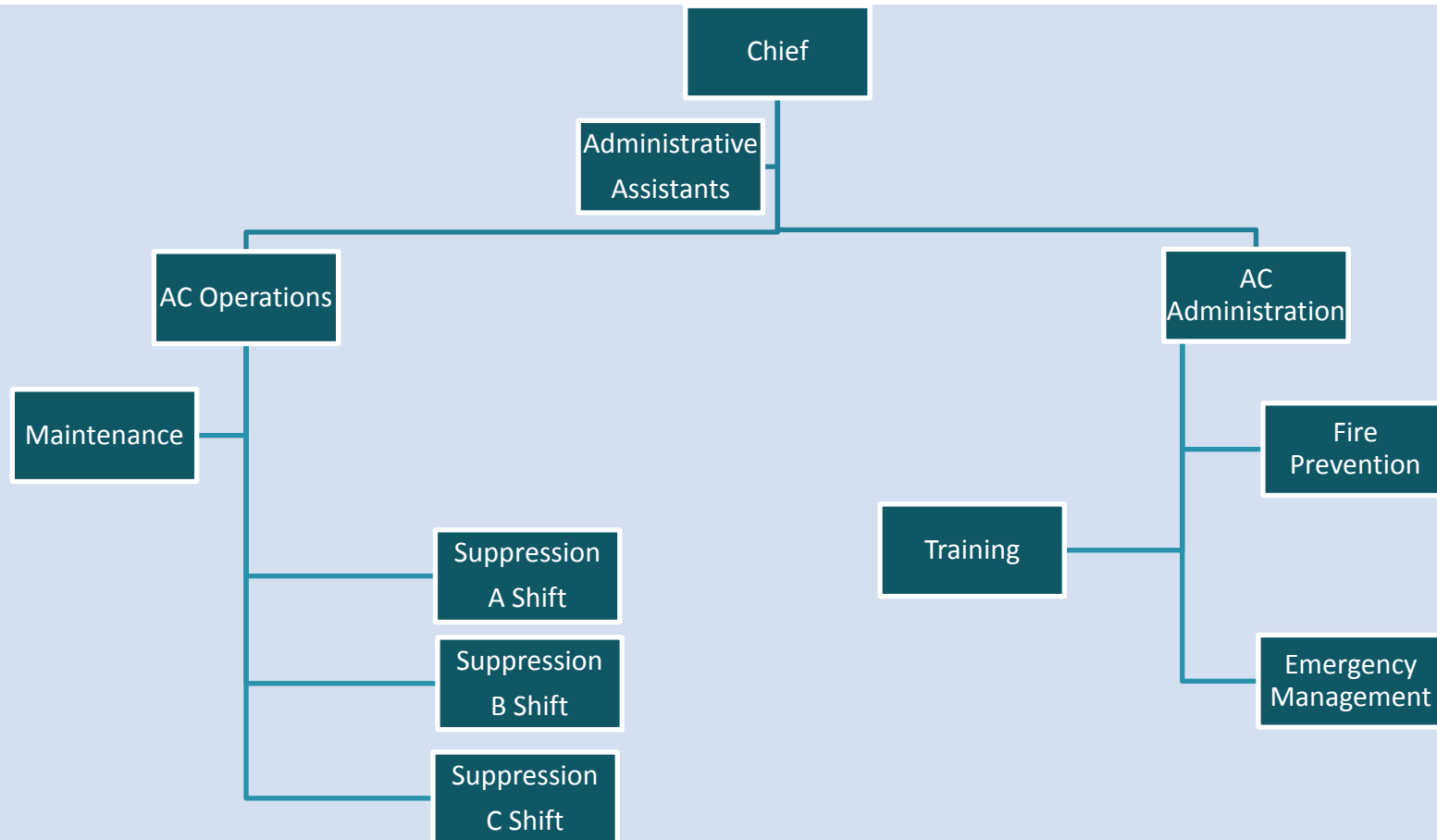
OPERATIONS

- Fire Suppression/Maintenance
- Emergency Medical Transport
- Emergency Management
- Hazardous Materials Response
- Confined Space Rescue
- Structural Collapse Rescue
- High Angle/Tower Rescue
- Active Violence Response
- Water Rescue

ADMINISTRATION

- Fire Prevention
- Training
- Fire Inspections
- Arson Investigation
- Public Education
- Plan Review
- Records Management

Organizational Structure

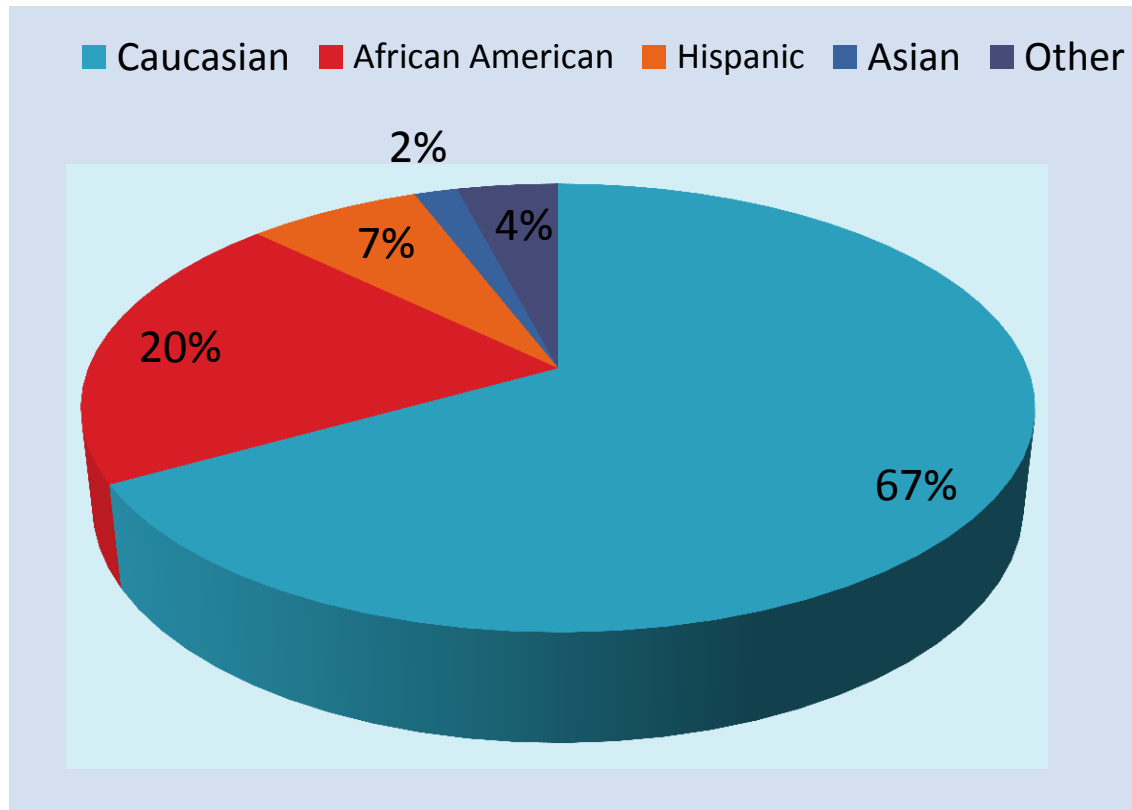


Total Budgeted - Sworn Staff

Division	2012	2014 - Current
Suppression (Daily) 49 AEMT/39EMT	159/ 38	159/ 41
Training	2	3
Fire Prevention (Data)*	3	4 + 1*
Emergency Management	1	2
Maintenance	3	4
DFO/DSO	1	2
Admin	2	3

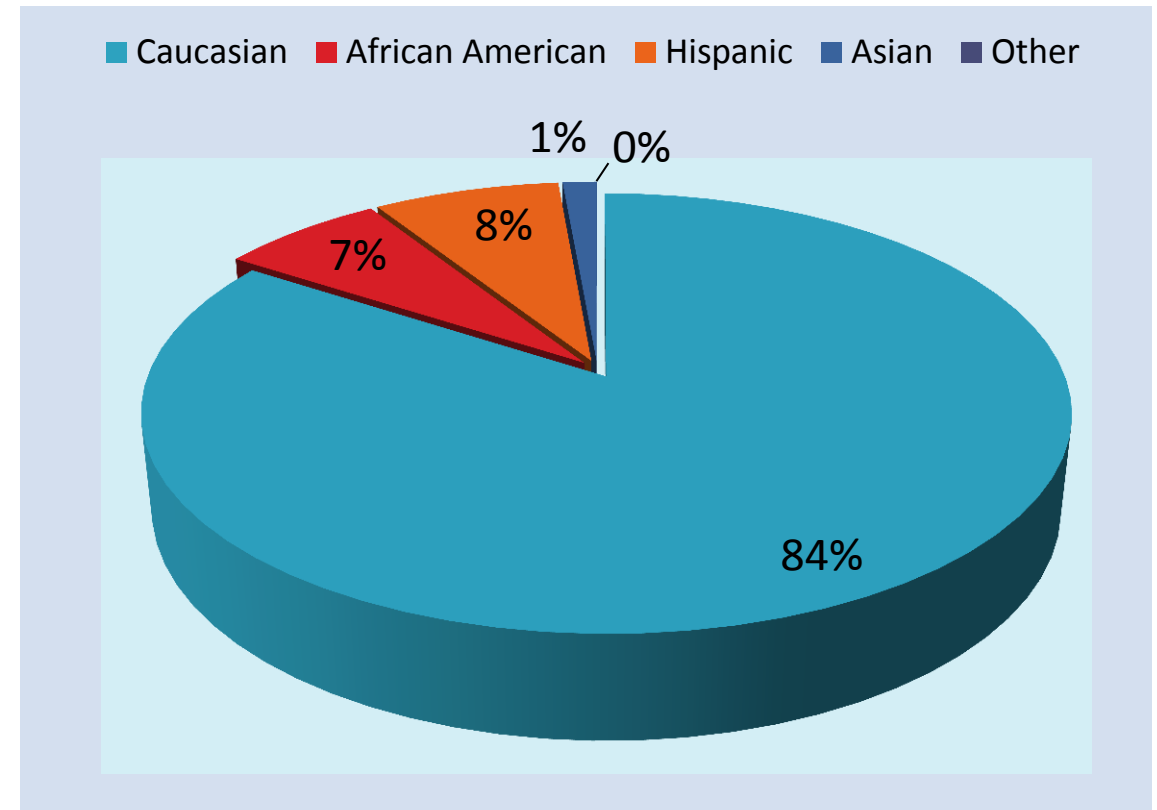
LFD vs. National Demographics

LFD Demographics



National Demographics

(Source: bls.gov 2016)

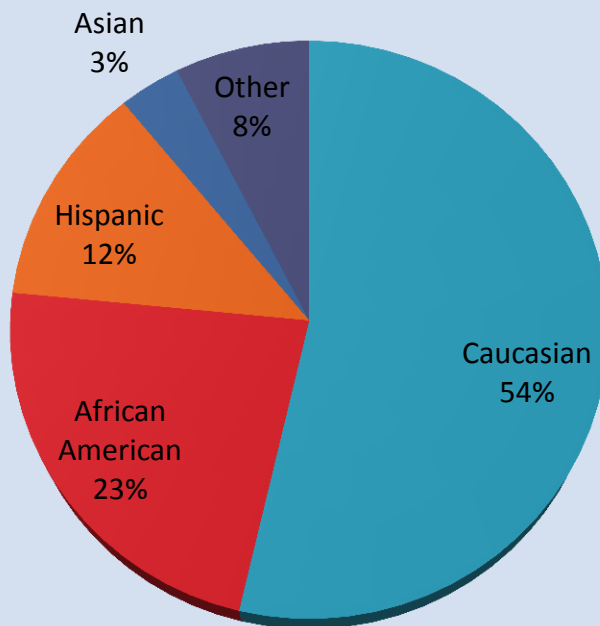


Demographic Comparison

City of Lansing

(Source: 2015 City-Data.com)

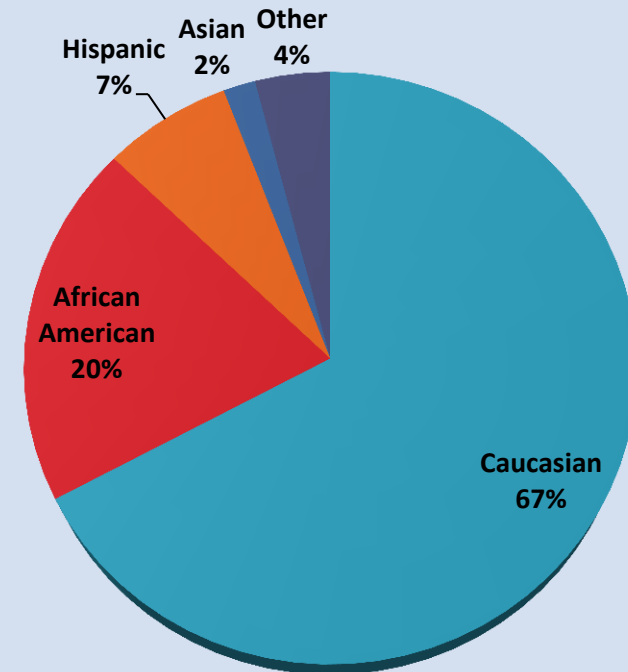
City Demographics



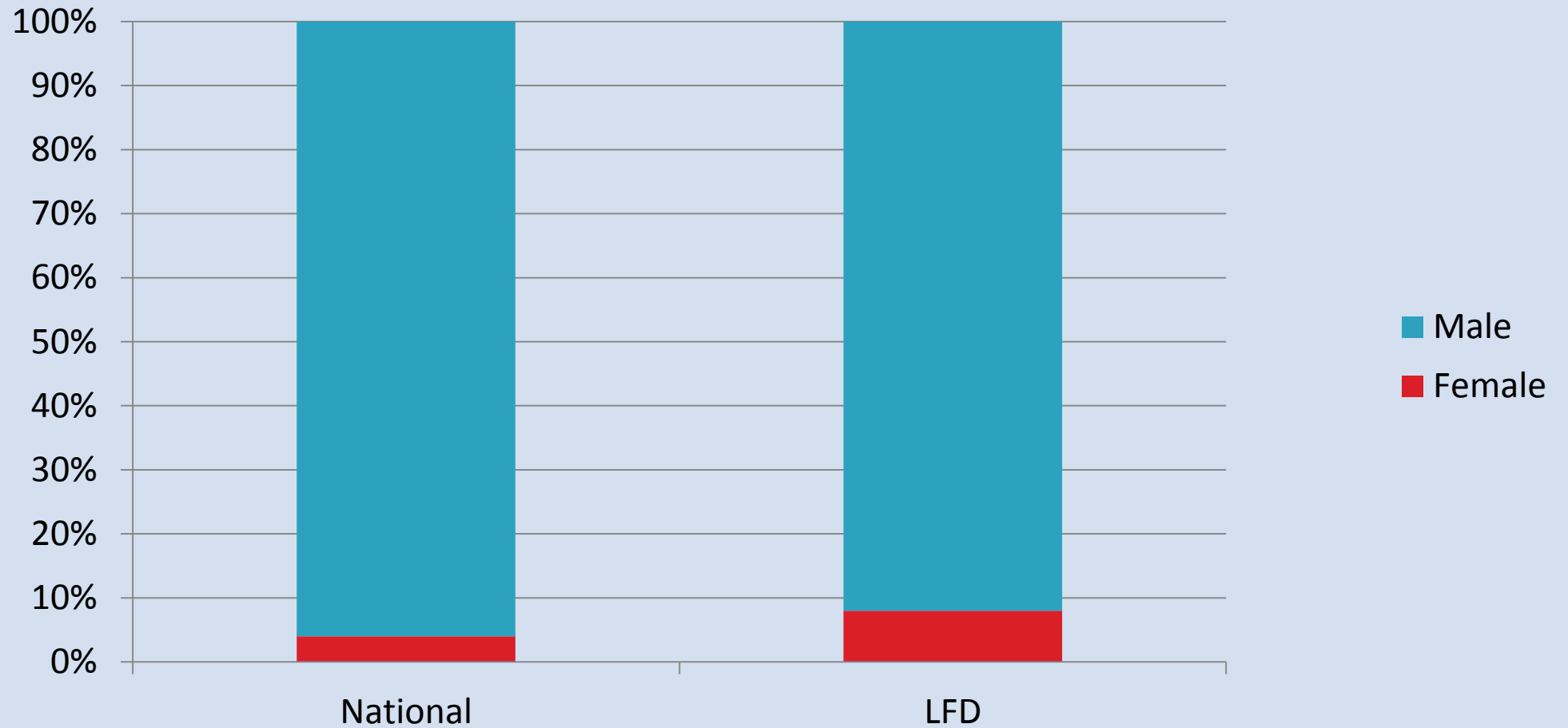
-VS-

Lansing Fire Department

LFD Sworn Firefighters



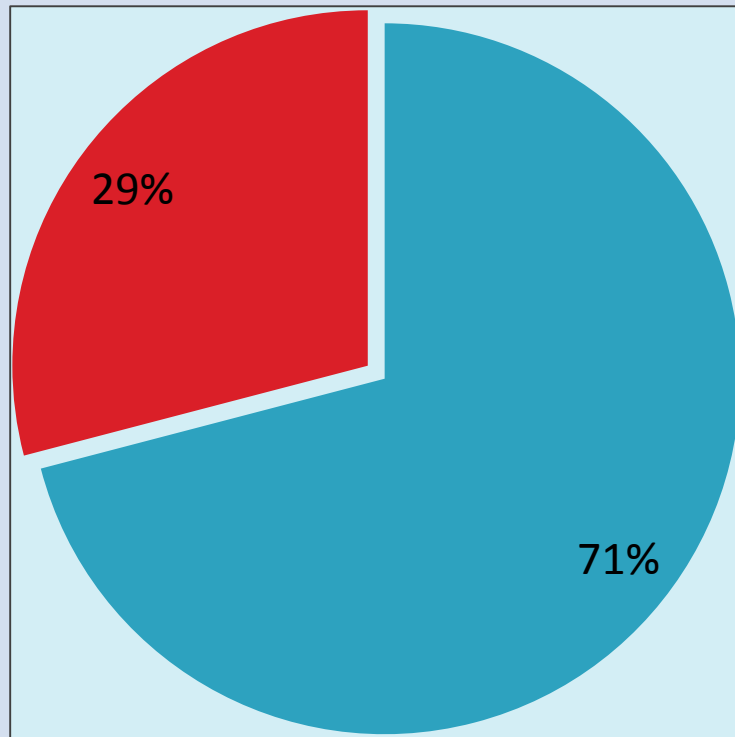
Gender Demographics



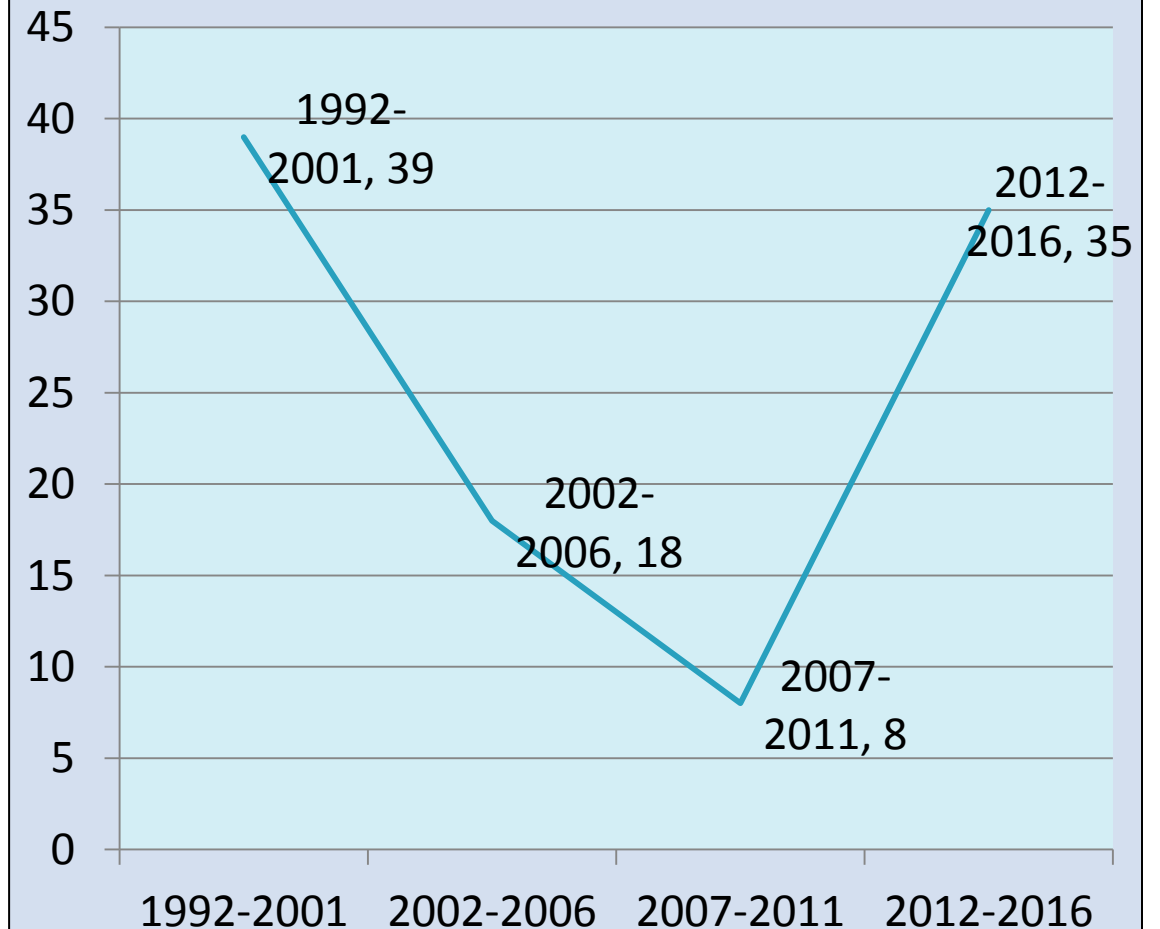
Resident Population Employed/Hired

Lansing Resident –vs- Non-Resident

■ Non-Resident ■ Resident

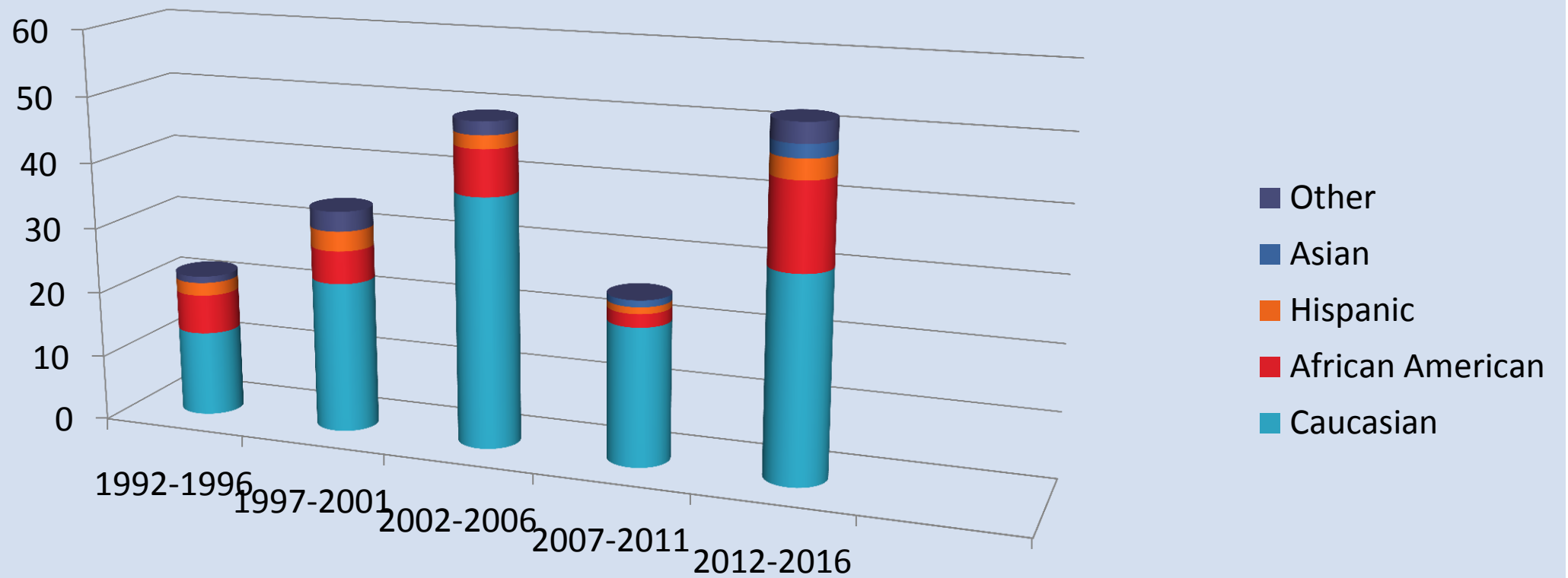


Lansing Residents/Years Hired



FIREFIGHTER NEW HIRE DEMOGRAPHICS PAST 20 YEARS ⁽⁵⁻

(5-year increments)



LFD/LCC Paramedic Partnership

Strengths

- Increase Paramedic #'s
- Employee Growth & Development
- Familiar with run volume & work demands
- Addresses disparate impact residents
- Ability to track progress
- Ability to use employees during clinicals, some shifts

Threats

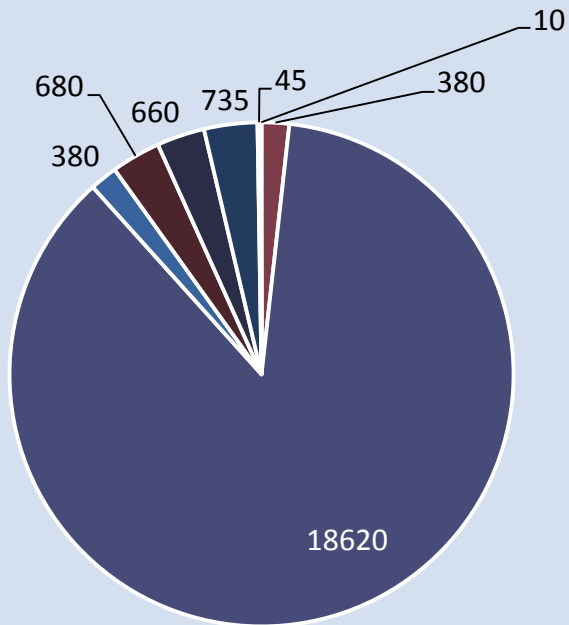
- Prerequisites
- Cost associated
- Some loss staff time
- Work demands
- Course success rate
- Limited scheduling Flexibility
- Cultural Challenges
- Retention

Lansing Fire Department Fire & EMS



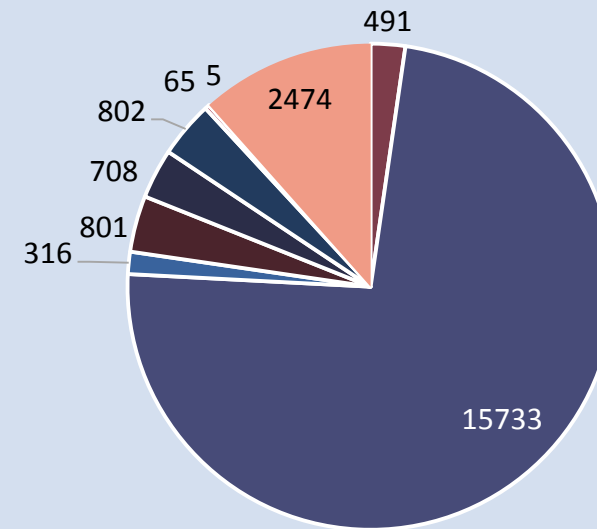
RUN VOLUME

2017 –Total 21510



■ Fire
■ EMS
■ Hazardous Condition
■ Service Call
■ Good Intent
■ False Call
■ Other
■ rupture

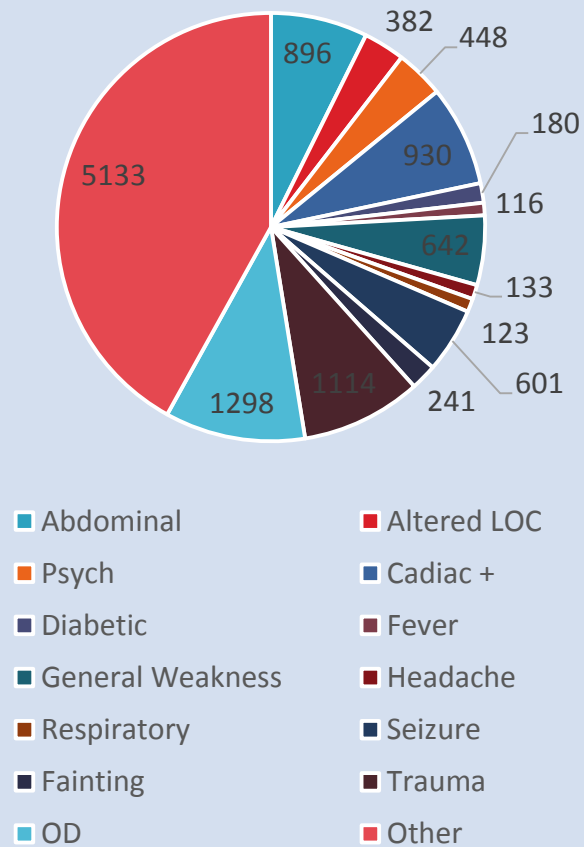
2018 –Total 21395



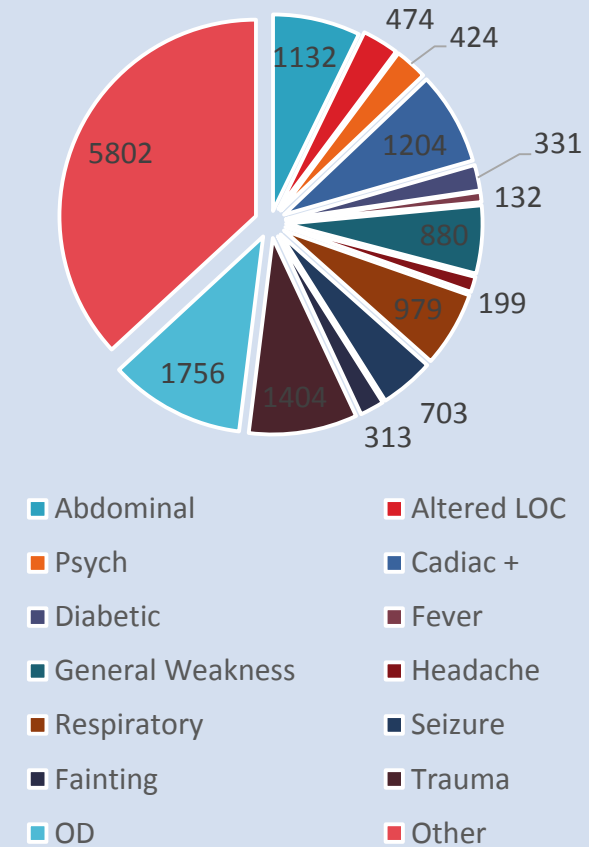
■ Fire
■ EMS
■ Hazardous Condition
■ Service Call
■ Good Intent
■ False Call
■ Other
■ rupture
■ Unknown EMS

EMS Call Type

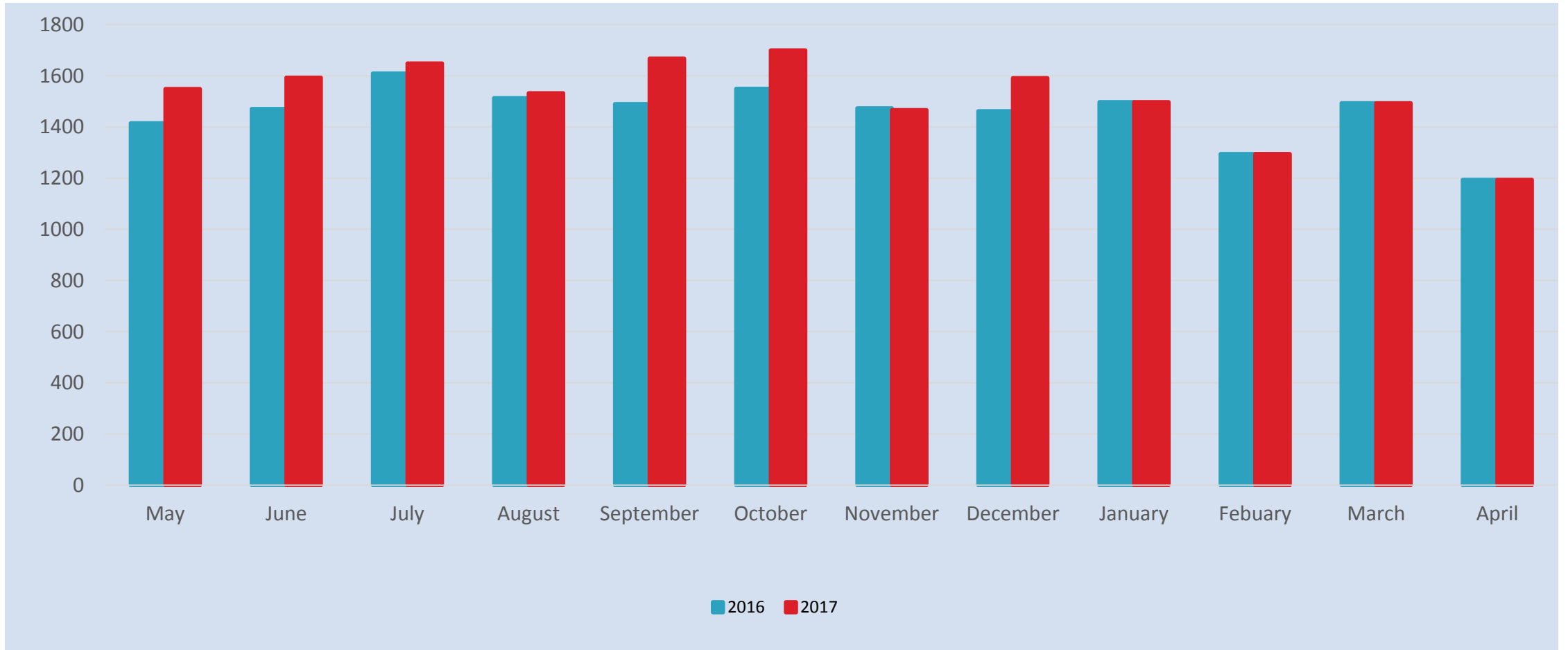
2016 Chief Complaint



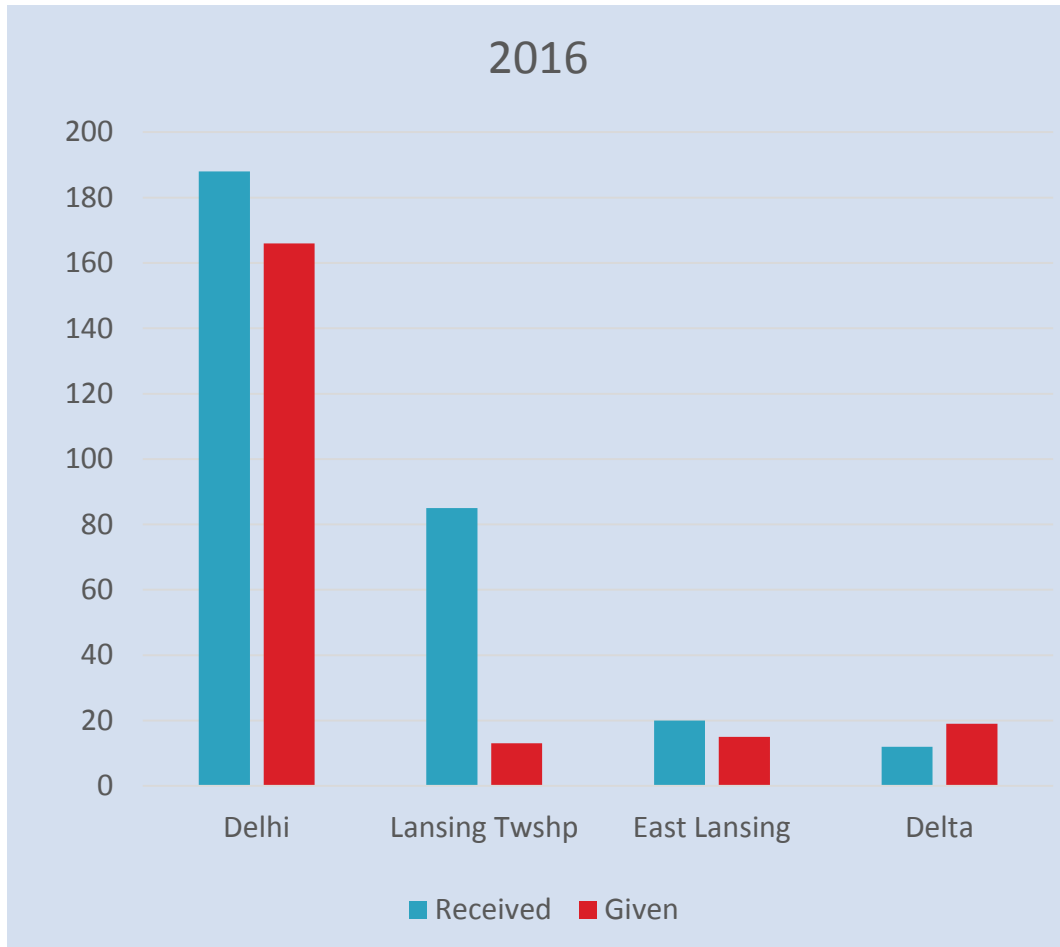
2017 Chief Complaint



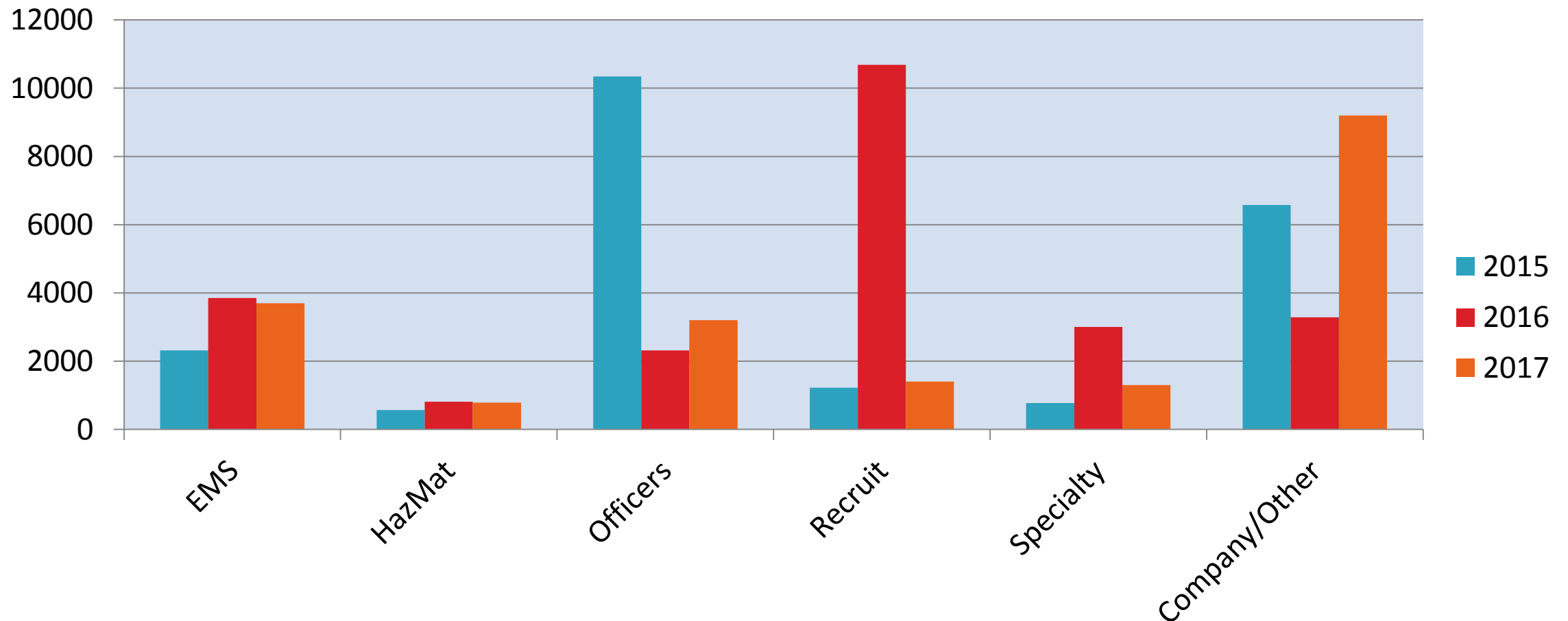
EMS Monthly Volume Report



Mutual Aid/Auto Aid Stats



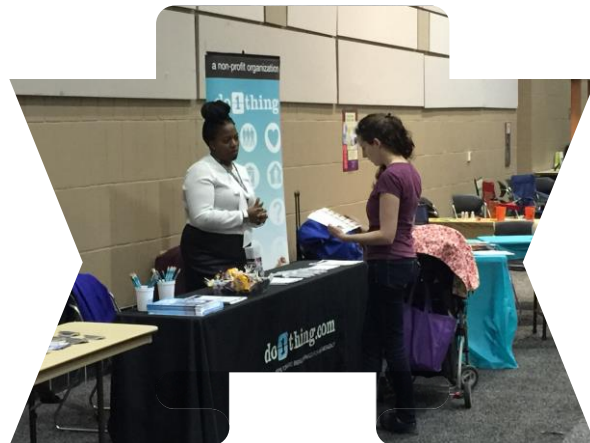
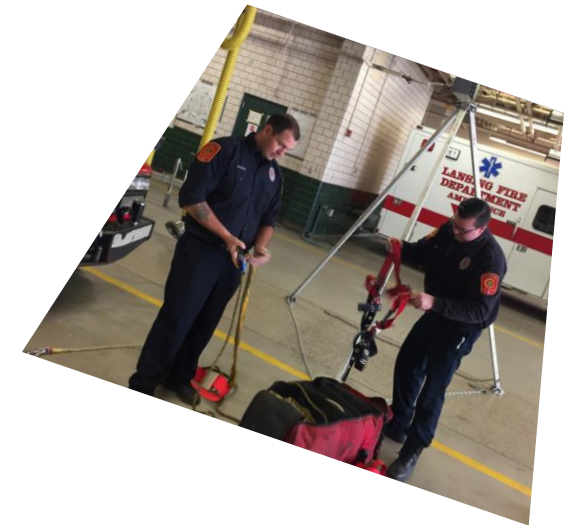
Training Hours & Topics



On-Going

- Regionalism discussions (Plante Moran Phase II)
- Aging facilities (particularly Stations #9 [Glenwood] & #2 Grand River])
- Aging Aerial Fleet 1-frontline ladder 11 years old, 2-ladders 21-years old (1 used as frontline (temporary solution anticipated)
- Large groups recently retired (institutional knowledge lost especially at supervisory levels; increasing training demands)
- Increasing demands of EMS, Emergency Management, Homeland Security, Specialty Teams, Planned Events

LFD Committed to Community



Conclusion

Lansing Fire Department Administration wishes to thank the following:

- Honorable Mayor Andy Schor
- The Dedicated Fire Commission
- The Elected City Council
- The Fantastic Men & Women of the Lansing Fire Department
- The Fine Residents of the Great City of Lansing Michigan

We are there when you need us,
and we look forward to serving you in the future!

FIRE DEPARTMENT

Description

The Lansing Fire Department, under the direction of its Fire Chief, is committed to serving the Lansing community with the highest levels of life and property protection. This is achieved by providing excellent, compassionate service in an atmosphere that encourages innovation, professional development and diversity. The Lansing Fire Department also has a Board of Fire Commissioners with eight members that represent all wards within the City of Lansing, including two at-large positions. The Fire Commissioners have a wide range of authority including department budget approval, citizen complaints and department policies.

The Department performs its mission through six organizational divisions and provides a wide range of services including Fire Prevention, Emergency Management and disaster preparation activities, Fire Safety, plan review, public education, special events planning, arson investigation, employee education and certification, as well as emergency response for fire and medical, hazardous materials, and technical rescues.

FIRE DEPARTMENT

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Proposed</u>	% Change FY18 Adopted FY19 Proposed
<u>Department Appropriation</u>					
Personnel	\$ 28,338,771	\$ 28,061,638	\$ 30,278,487	\$ 29,283,556	4.4%
Operating	4,861,672	4,616,426	4,971,158	4,866,344	5.4%
Total	<u>\$ 33,200,443</u>	<u>\$ 32,678,064</u>	<u>\$ 35,249,645</u>	<u>\$ 34,149,900</u>	4.5%

Code Compliance (moved to Economic Development & Planning Department, February, 2018):

Personnel	\$ 1,927,131	FY 2018 projections are displayed in the Economic Development & Planning Department for comparability
Operating	377,805	
Subtotal	<u>\$ 2,304,936</u>	
	<u>\$ 34,983,000</u>	

\$3.1 million of the Lansing Fire Department is funded from a voter-approved, 1.5 mill, dedicated property tax millage.

Budgetary Explanations

The FY 2019 budget includes funding for the conversion of a part-time administrative position to full-time for ambulance billing and department needs. The remainder of the above-indicated increase in personnel costs is due to ratification of a new collective bargaining agreement with the International Association of Firefighters after the beginning of FY 2018.

Executive Order 2018-01, affirmed by City Council in February, 2018, moved the City's Code Compliance division from the Fire Department to the Economic Development and Planning Department. Financial information for the Code Compliance division is, for comparability purposes, included with the Economic Development and Planning Department on page 54.

Proposed changes to ambulance fees are included in the Proposed Fee Changes section of this budget document.

PERFORMANCE MEASUREMENTS

Strategic Goal:

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Strategies:

Provide high-quality life and property protection

Performance Indicators:	FY 2017	FY 2018	FY 2019
Insurance Service Office (ISO) Rating (1=highest thru 10)	3	3	3
Average Incident Response time < 5 minutes	4.5 minutes	4.5 minutes	4.5 minutes

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017 Actuals</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 Year- End Projection</u>	<u>FY 2019 Proposed Budget</u>
101.343501.719000.00000	HOLIDAY PAY	4,548	4,375	4,375	4,156	4,464
101.343501.741000.00000	MISCELLANEOUS OPERATING	84,611	60,000	60,000	59,404	65,000
101.343501.742000.00000	SUPPLIES	6,648	7,000	7,000	6,987	7,000
101.343501.742100.00000	FUEL	110,028	120,000	120,000	119,557	125,000
101.343501.743000.00000	CONTRACTUAL SERVICES	109,437	55,000	55,000	54,979	55,000
101.343501.743720.00000	INFORMATION TECHNOLOGY ALLOC	742,769	933,622	933,622	933,624	982,711
101.343501.744200.00000	TELEPHONE	109,241	80,000	80,000	108,202	110,000
101.343501.744201.00000	DEPARTMENT COMMUNICATIONS	37,729	55,000	55,000	52,999	55,000
101.343501.744520.00000	FIRE STATIONS	250,752	295,000	295,000	252,031	265,000
101.343501.745200.00000	EQUIPMENT RENTAL	1,917,696	1,917,696	1,917,696	1,917,696	1,950,000
101.343501.747000.00000	TRAINING	23,781	30,000	30,000	29,527	40,000
101.343501.748000.00000	INSURANCE & BONDS	389,920	293,608	293,608	293,608	310,633
	Administration Total	\$ 4,817,124	\$ 4,950,085	\$ 4,950,085	\$ 4,904,599	\$ 5,105,770
	Maintenance - Alarm					
101.343510.702000.00000	SALARIES	270,186	354,207	354,207	369,062	364,356
101.343510.702302.00000	SHIFT PREMIUM	-	1,800	1,800	1,818	2,500
101.343510.708000.00000	OVERTIME - SALARY	17,187	15,000	15,000	14,992	18,000
101.343510.712000.00000	LONGEVITY	3,600	4,500	4,500	4,500	5,000
101.343510.715300.00000	FRINGE BENEFITS - FIXED	308,175	330,409	330,409	330,409	342,138
101.343510.715400.00000	FRINGE BENEFITS - VARIABLE	51,256	71,811	71,811	69,929	73,877
101.343510.717500.00000	ALLOWANCE - FOOD	1,938	3,976	3,976	4,032	4,134
101.343510.719000.00000	HOLIDAY PAY	7,846	8,544	8,544	8,311	8,928
101.343510.741000.00000	MISCELLANEOUS OPERATING	232,079	150,000	150,000	150,470	160,000
101.343510.742200.00000	CHEMICALS	20,128	20,000	20,000	20,195	22,000
101.343510.742600.00000	UNIFORMS	158,535	110,000	110,000	111,012	140,000
101.343510.743000.00000	CONTRACTUAL SERVICES	24,931	75,000	75,000	73,133	75,000
101.343510.744201.00000	DEPARTMENT COMMUNICATIONS	159	-	-	-	-
101.343510.977000.00000	EQUIPMENT	35,714	35,000	35,000	33,453	45,000
	Maintenance - Alarm Total	\$ 1,131,734	\$ 1,180,247	\$ 1,180,247	\$ 1,191,316	\$ 1,260,933
	Suppression and EMS					
101.343520.702000.00000	SALARIES	9,602,309	10,482,580	10,482,580	10,500,000	10,953,294
101.343520.702302.00000	SHIFT PREMIUM	20,716	30,000	30,000	36,660	40,000
101.343520.702351.00000	AMBULANCE INCENTIVE PAY	-	5,000	5,000	-	5,000

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017 Actuals</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 Year- End Projection</u>	<u>FY 2019 Proposed Budget</u>
101.343520.702352.00000	AMBULANCE FIELD TRAINING PAY	17,750	15,000	15,000	4,990	15,000
101.343520.708000.00000	OVERTIME - SALARY	1,027,092	250,000	250,000	836,189	500,000
101.343520.708102.00000	OVERTIME - FLSA	52,410	65,000	65,000	57,100	65,000
101.343520.712000.00000	LONGEVITY	99,600	137,800	137,800	135,000	132,000
101.343520.715300.00000	FRINGE BENEFITS - FIXED	9,541,859	10,200,774	10,200,774	10,200,774	10,480,664
101.343520.715400.00000	FRINGE BENEFITS - VARIABLE	2,276,528	2,444,762	2,444,762	2,364,441	2,530,866
101.343520.717500.00000	ALLOWANCE - FOOD	128,872	158,046	158,046	153,317	164,297
101.343520.719000.00000	HOLIDAY PAY	327,164	339,625	339,625	329,031	354,888
101.343520.741000.00000	MISCELLANEOUS OPERATING	16,943	40,000	40,000	38,144	55,000
101.343520.977000.00000	EQUIPMENT	193	-	-	-	-
	Suppression and EMS Total	\$ 23,111,436	\$ 24,168,587	\$ 24,168,587	\$ 24,655,646	\$ 25,296,009
Hazardous Materials and Rescue Operations						
101.343525.741000.00000	MISCELLANEOUS OPERATING	(458)	15,000	15,000	13,800	20,000
	Hazardous Materials and Rescue Operations Total	\$ (458)	\$ 15,000	\$ 15,000	\$ 13,800	\$ 20,000
Prevention						
101.343530.702000.00000	SALARIES	309,147	391,377	391,377	334,907	401,007
101.343530.702302.00000	SHIFT PREMIUM	1,828	1,800	1,800	3,523	2,500
101.343530.708000.00000	OVERTIME - SALARY	44,687	45,000	45,000	46,107	45,000
101.343530.712000.00000	LONGEVITY	5,600	8,000	8,000	8,000	8,000
101.343530.715300.00000	FRINGE BENEFITS - FIXED	326,618	353,349	353,349	353,349	362,655
101.343530.715400.00000	FRINGE BENEFITS - VARIABLE	60,027	74,298	74,298	57,899	76,539
101.343530.717500.00000	ALLOWANCE - FOOD	3,876	4,720	4,720	4,032	5,167
101.343530.719000.00000	HOLIDAY PAY	8,401	10,680	10,680	10,121	11,160
101.343530.741000.00000	MISCELLANEOUS OPERATING	9,634	20,000	20,000	14,753	20,000
101.343530.747000.00000	TRAINING	16	-	-	-	-
	Prevention Total	\$ 769,834	\$ 909,224	\$ 909,224	\$ 832,691	\$ 932,028
Training						
101.343540.702000.00000	SALARIES	270,859	284,996	284,996	286,547	290,539
101.343540.702302.00000	SHIFT PREMIUM	1,589	2,500	2,500	239	2,500
101.343540.708000.00000	OVERTIME - SALARY	49,543	50,000	50,000	35,000	50,000
101.343540.712000.00000	LONGEVITY	4,700	6,500	6,500	6,500	6,500
101.343540.715300.00000	FRINGE BENEFITS - FIXED	240,965	265,433	265,433	265,433	269,451

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017 Actuals</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 Year- End Projection</u>	<u>FY 2019 Proposed Budget</u>
101.343540.715400.00000	FRINGE BENEFITS - VARIABLE	75,983	69,894	69,894	74,558	73,191
101.343540.717500.00000	ALLOWANCE - FOOD	2,907	2,982	2,982	3,024	3,100
101.343540.719000.00000	HOLIDAY PAY	6,301	6,408	6,408	6,233	6,696
101.343540.741000.00000	MISCELLANEOUS OPERATING	16,395	18,000	18,000	18,292	22,000
101.343540.742100.00000	FUEL	25	-	-	-	-
101.343540.743000.00000	CONTRACTUAL SERVICES	25,538	20,000	20,000	19,700	27,000
101.343540.747000.00000	TRAINING	-	35,000	35,000	34,402	40,000
	Training Total	\$ 694,805	\$ 761,713	\$ 761,713	\$ 749,928	\$ 790,977
	Radio Lab					
101.343550.741000.00000	MISCELLANEOUS OPERATING	22,812	20,500	20,500	19,515	23,000
	Radio Lab Total	\$ 22,812	\$ 20,500	\$ 20,500	\$ 19,515	\$ 23,000
	Ambulance Operations					
101.343570.742000.00000	SUPPLIES	139,396	160,000	160,000	169,400	185,000
101.343570.746000.00000	REPAIR & MAINTENANCE	7,046	15,000	15,000	14,851	15,000
	Ambulance Operations Total	\$ 146,442	\$ 175,000	\$ 175,000	\$ 184,251	\$ 200,000
	Emergency Management					
101.343580.702000.00000	SALARIES	153,462	204,472	204,472	204,441	202,884
101.343580.702302.00000	SHIFT PREMIUM	677	1,800	1,800	1,879	2,500
101.343580.708000.00000	OVERTIME - SALARY	11,288	10,000	10,000	9,575	15,000
101.343580.712000.00000	LONGEVITY	3,200	4,500	4,500	4,500	5,000
101.343580.715300.00000	FRINGE BENEFITS - FIXED	191,194	204,906	204,906	204,906	181,287
101.343580.715400.00000	FRINGE BENEFITS - VARIABLE	14,279	29,767	29,767	28,000	55,981
101.343580.717500.00000	ALLOWANCE - FOOD	969	1,988	1,988	2,016	2,067
101.343580.719000.00000	HOLIDAY PAY	2,534	4,275	4,275	4,156	4,464
101.343580.741000.00000	MISCELLANEOUS OPERATING	13,011	12,000	12,000	12,263	13,000
101.343580.741880.00000	DONATIONS/CONTRIBUTIONS	189	-	-	937	-

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017</u> <u>Actuals</u>	<u>FY 2018</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2018</u> <u>Amended</u> <u>Budget</u>	<u>FY 2018 Year-</u> <u>End Projection</u>	<u>FY 2019</u> <u>Proposed</u> <u>Budget</u>
101.343580.742200.00000	CHEMICALS	-	-	-	-	-
101.343580.743000.00000	CONTRACTUAL SERVICES	8,000	15,000	15,000	15,000	15,000
101.343580.744200.00000	TELEPHONE	28,447	4,000	4,000	4,080	4,000
101.343580.746000.00000	REPAIR & MAINTENANCE	87	5,000	5,000	5,000	5,000
101.343580.977000.00000	EQUIPMENT	-	-	-	-	15,000
	Emergency Management Total	\$ 427,337	\$ 497,708	\$ 497,708	\$ 496,753	\$ 521,183
	Code Compliance (shown in ED&P)	\$ 2,079,377	\$ 2,304,936	MOVED TO ED&P		
	TOTAL FIRE DEPARTMENT	\$ 33,200,443	\$ 34,983,000	\$ 32,678,064	\$ 33,048,499	\$ 34,149,900

FINAL APPROVED BUDGET PRIOR YEAR(S) COMPARISON FOR COST CENTER(S)

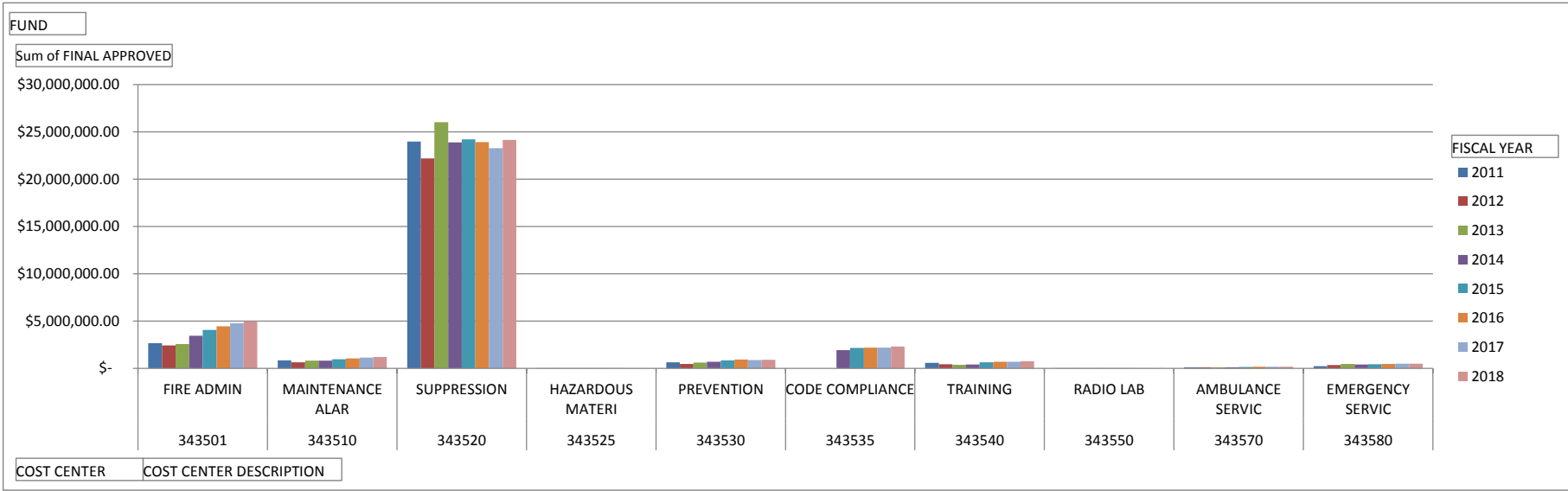
FUND	GENERAL FUND
DEPARTMENT	FIRE
FUND	101

*** CODE COMPLIANCE MOVED TO ECONOMIC DEVELOPMENT & PLANNING

Sum of FINAL APPROVED		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
	343501 FIRE ADMIN	\$ 2,656,597.00	\$ 2,405,560.00	\$ 2,551,714.00	\$ 3,441,461.00	\$ 4,066,474.00	\$ 4,422,922.00	\$ 4,759,052.00	\$ 4,950,085.00	
	343510 MAINTENANCE ALAR	\$ 836,006.00	\$ 623,500.00	\$ 794,164.00	\$ 811,797.00	\$ 938,808.00	\$ 1,041,125.00	\$ 1,137,641.00	\$ 1,180,247.00	
	343520 SUPPRESSION	\$ 23,968,356.00	\$ 22,187,212.00	\$ 26,015,093.00	\$ 23,893,164.00	\$ 24,202,648.00	\$ 23,918,625.00	\$ 23,270,292.00	\$ 24,168,587.00	
	343525 HAZARDOUS MATERI	\$ 6,650.00	\$ 6,650.00	\$ 6,650.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 15,000.00	\$ 15,000.00	
	343530 PREVENTION	\$ 629,604.00	\$ 459,049.00	\$ 608,839.00	\$ 685,756.00	\$ 843,390.00	\$ 935,394.00	\$ 868,030.00	\$ 909,224.00	
	343535 CODE COMPLIANCE			\$ -	\$ 1,931,863.00	\$ 2,138,875.00	\$ 2,184,568.00	\$ 2,185,654.00	\$ 2,304,936.00	
	343540 TRAINING	\$ 568,430.00	\$ 415,506.00	\$ 369,276.00	\$ 398,179.00	\$ 635,951.00	\$ 701,974.00	\$ 698,414.00	\$ 761,713.00	
	343550 RADIO LAB	\$ 10,090.00	\$ 10,090.00	\$ 11,000.00	\$ 11,000.00	\$ 15,000.00	\$ 17,500.00	\$ 17,500.00	\$ 20,500.00	
	343570 AMBULANCE SERVIC	\$ 101,100.00	\$ 101,102.00	\$ 117,100.00	\$ 117,500.00	\$ 127,500.00	\$ 155,000.00	\$ 165,000.00	\$ 175,000.00	
	343580 EMERGENCY SERVIC	\$ 219,468.00	\$ 333,261.00	\$ 449,354.00	\$ 407,580.00	\$ 431,454.00	\$ 456,592.00	\$ 495,717.00	\$ 497,708.00	
Grand Total		\$ 28,996,301.00	\$ 26,541,930.00	\$ 30,923,190.00	\$ 31,704,800.00	\$ 33,406,600.00	\$ 33,840,200.00	\$ 33,612,300.00	\$ 34,983,000.00	

2019 REQUEST
\$ 5,105,770.00
\$ 1,260,933.00
\$ 25,296,009.00
\$ 20,000.00
\$ 932,028.00

\$ 790,977.00
\$ 23,000.00
\$ 200,000.00
\$ 521,183.00
\$ 34,149,900.00

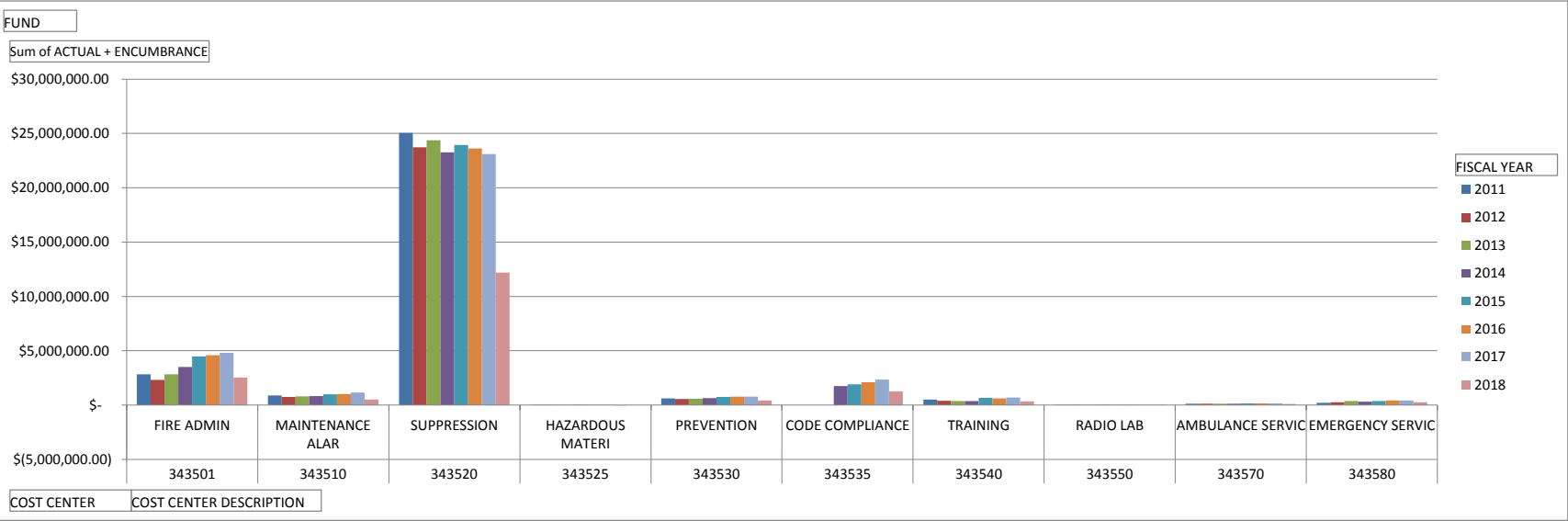


ACTUAL + ENCUMBRANCE PRIOR YEAR(S) COMPARISON FOR COST CENTER(S) (FY2018 as of 12-31-2017)

FUND	GENERAL FUND
DEPARTMENT	FIRE

FUND	101
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Sum of ACTUAL + ENCUMBRANCE		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
343501	FIRE ADMIN	\$ 2,835,899.71	\$ 2,305,925.03	\$ 2,817,405.71	\$ 3,497,629.63	\$ 4,486,463.74	\$ 4,601,884.86	\$ 4,818,132.45	\$ 2,519,506.16	
343510	MAINTENANCE ALAR	\$ 869,009.89	\$ 736,851.20	\$ 794,310.31	\$ 835,321.82	\$ 984,552.80	\$ 1,013,318.07	\$ 1,146,205.66	\$ 501,121.72	
343520	SUPPRESSION	\$ 25,059,042.62	\$ 23,732,078.88	\$ 24,372,394.34	\$ 23,270,042.69	\$ 23,945,226.88	\$ 23,617,870.30	\$ 23,111,435.21	\$ 12,188,625.74	
343525	HAZARDOUS MATERI	\$ 4,677.51	\$ 5,377.55	\$ 4,581.46	\$ 3,009.71	\$ 12,266.88	\$ 8,382.63	\$ (458.00)	\$ -	
343530	PREVENTION	\$ 607,505.48	\$ 543,777.11	\$ 575,860.14	\$ 645,144.78	\$ 751,372.83	\$ 772,842.56	\$ 769,834.76	\$ 406,875.06	
343535	CODE COMPLIANCE	\$ -	\$ -	\$ -	\$ 1,741,953.31	\$ 1,906,247.63	\$ 2,099,496.58	\$ 2,329,829.57	\$ 1,271,286.61	
343540	TRAINING	\$ 496,004.21	\$ 380,527.79	\$ 365,769.94	\$ 367,599.33	\$ 659,999.71	\$ 598,845.12	\$ 694,804.86	\$ 344,967.67	
343550	RADIO LAB	\$ 9,320.84	\$ 8,124.40	\$ 10,839.21	\$ 10,093.82	\$ 7,209.51	\$ 6,470.83	\$ 22,811.84	\$ 7,328.27	
343570	AMBULANCE SERVIC	\$ 115,438.08	\$ 116,880.92	\$ 116,735.74	\$ 126,349.66	\$ 141,480.32	\$ 154,458.55	\$ 146,442.64	\$ 97,317.31	
343580	EMERGENCY SERVIC	\$ 200,198.82	\$ 250,629.93	\$ 374,599.18	\$ 310,416.81	\$ 374,719.00	\$ 429,928.31	\$ 427,337.40	\$ 261,256.27	
Grand Total		\$ 30,197,097.16	\$ 28,080,172.81	\$ 29,432,496.03	\$ 30,807,561.56	\$ 33,269,539.30	\$ 33,303,497.81	\$ 33,466,376.39	\$ 17,598,284.81	



Mayor's Office

Description

As Lansing's Chief Executive Officer, the Mayor's mission is to exercise supervision and coordination over the various Departments of City government, and provide that the laws, ordinances and regulations of the City are enforced. The Mayor is also empowered under the City Charter to suppress disorder and enforce the laws of the State, and is charged with the duty to make proposals to the Council for meeting the needs and addressing the problems of the city. Other duties, subject to delegation, include the development and preparation of the budget, response to audit reports, management of real property, reducing discrimination and promoting mutual understanding, annually reporting on affirmative action status, and citizen complaint investigation and response. Mayor's staff responds to informational needs and concerns, citizen inquiries and complaints, and works with residents and citizen groups to implement city initiatives for city improvement.

The Mayor's Office also supports the activities of the Office of Community and Faith-Based Initiatives, the Office of Community Media, Labor Relations, the Mayor's Neighborhood Advisory Council, the Lansing Regional Sister Cities Commission, and a variety of community-based task forces.

MAYOR'S OFFICE

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Proposed</u>	% Change FY18 Adopted <u>FY19 Proposed</u>
<u>Department Appropriation</u>					
Personnel	\$ 869,056	\$ 851,649	\$ 830,586	\$ 1,076,326	26.4%
Operating	178,228	192,951	202,851	220,474	14.3%
Total	<u>\$ 1,047,284</u>	<u>\$ 1,044,600</u>	<u>\$ 1,033,437</u>	<u>\$ 1,296,800</u>	24.1%

Budgetary Explanations

The increases in personnel and operational costs are the result of the labor relations being moved from the Human Resources Department to the Mayor's Office, and the addition of a citizen advocacy position.

OFFICE OF COMMUNITY MEDIA

Description

The Office of Community Media (OCM) administers the City's Public, Educational and Government (PEG) digital media network under the auspices of the Lansing Public Media Center. The LPMC manages day-to-day operations of the City's government channel (GOV-TV) and Lansing's Public Access Channel (PUB-TV). The LPMC is also responsible for developing and implementing strategies to build community capacity in the production of local origination programming; creating and managing partnerships that leverage the PEG network to foster educational and career opportunities for Lansing residents in digital media, broadcasting and related fields; and leading efforts to collaborate with regional partners toward the establishment of a regional Community Media Center.

OFFICE OF COMMUNITY MEDIA

	<u>FY 2017 Actual</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Projected</u>	<u>FY 2019 Proposed</u>	<u>% Change FY18 Adopted FY19 Proposed</u>
<u>Department Appropriation</u>					
Personnel	\$ 357,068	\$ 405,650	\$ 401,806	\$ 431,375	6.3%
Operating	23,755	31,750	32,450	38,525	21.3%
Total	<u>\$ 380,823</u>	<u>\$ 437,400</u>	<u>\$ 434,256</u>	<u>\$ 469,900</u>	7.4%

Budgetary Explanations

Six (6) previously-contracted positions are proposed to be made part-time positions with the City, resulting in an increase in personnel costs. No operational changes are proposed for FY 2019, with the exception of equipment and space rental, as specified in the Proposed Fee Changes section of this budget document.

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017</u> <u>Actuals</u>	<u>FY 2018</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2018</u> <u>Amended</u> <u>Budget</u>	<u>FY 2018 Year-</u> <u>End Projection</u>	<u>FY 2019</u> <u>Proposed</u> <u>Budget</u>
<u>MAYOR'S OFFICE</u>						
101.172300.702000.00000	SALARIES	413,989	415,963	415,963	410,000	512,743
101.172300.707000.00000	TEMPORARY HELP	103,254	80,000	80,000	80,000	80,000
101.172300.712000.00000	LONGEVITY	2,400	2,400	2,400	1,600	-
101.172300.715300.00000	FRINGE BENEFITS - FIXED	242,070	243,986	243,986	243,986	338,023
101.172300.715400.00000	FRINGE BENEFITS - VARIABLE	107,343	109,300	109,300	95,000	145,560
101.172300.741000.00000	MISCELLANEOUS OPERATING	77,737	80,000	80,000	80,000	85,000
101.172300.741200.00000	PROMOTION	-	600	600	-	1,000
101.172300.743720.00000	INFORMATION TECHNOLOGY ALLOC	61,519	77,680	77,680	77,680	81,829
101.172300.744110.00000	UTILITIES - CITY HALL	9,786	11,000	11,000	11,000	12,000
101.172300.744200.00000	TELEPHONE	19,890	15,000	15,000	22,000	25,000
101.172300.745200.00000	EQUIPMENT RENTAL	1,059	500	500	2,000	2,000
101.172300.747000.00000	TRAINING	843	-	-	2,000	5,000
101.172300.748000.00000	INSURANCE & BONDS	7,394	8,171	8,171	8,171	8,645
	MAYOR'S OFFICE Total	\$ 1,047,284	\$ 1,044,600	\$ 1,044,600	\$ 1,033,437	\$ 1,296,800

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

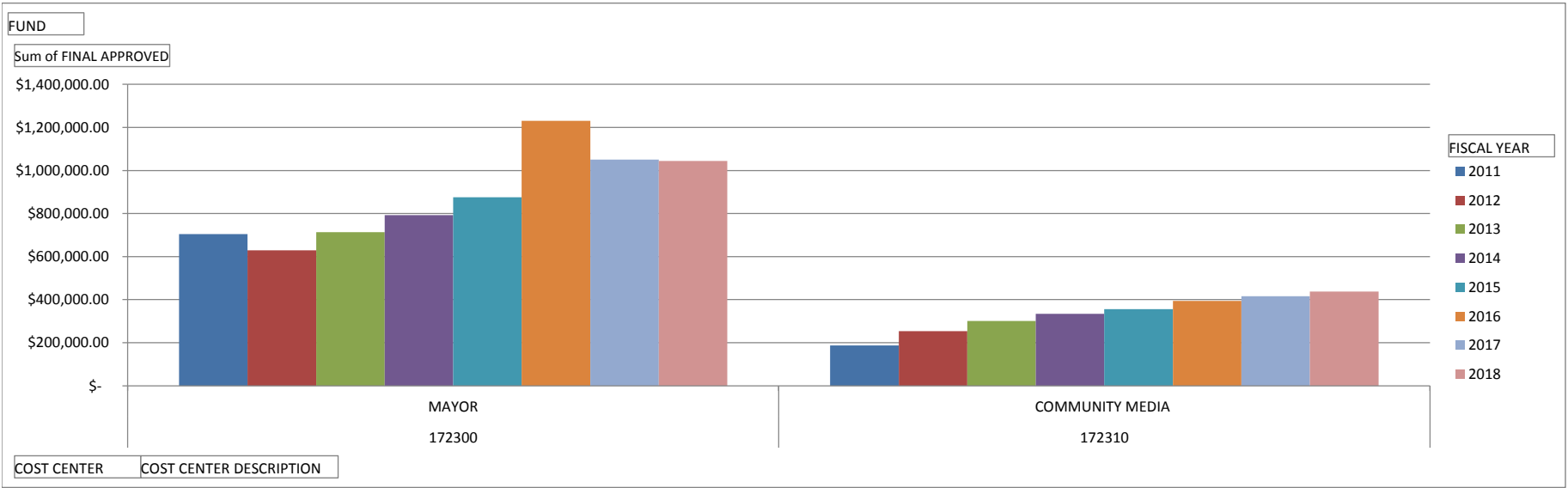
<u>Account Code</u>	<u>Description</u>	<u>FY 2017 Actuals</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 Year- End Projection</u>	<u>FY 2019 Proposed Budget</u>
<u>OFFICE OF COMMUNITY MEDIA</u>						
101.172310.702000.00000	SALARIES	113,918	113,700	113,700	113,650	250,134
101.172310.707000.00000	TEMPORARY HELP	82,208	135,000	135,000	123,000	8,000
101.172310.712000.00000	LONGEVITY	1,600	1,600	1,600	1,600	2,000
101.172310.715300.00000	FRINGE BENEFITS - FIXED	107,022	108,256	108,256	108,256	106,241
101.172310.715400.00000	FRINGE BENEFITS - VARIABLE	52,320	47,094	47,094	55,300	65,000
101.172310.741000.00000	MISCELLANEOUS OPERATING	10,185	15,000	15,000	15,000	20,000
101.172310.743720.00000	INFORMATION TECHNOLOGY ALLOC	10,285	12,988	12,988	12,988	13,680
101.172310.744200.00000	TELEPHONE	1,260	600	600	1,300	1,500
101.172310.748000.00000	INSURANCE & BONDS	2,025	3,162	3,162	3,162	3,345
OFFICE OF COMMUNITY MEDIA Total		\$ 380,823	\$ 437,400	\$ 437,400	\$ 434,256	\$ 469,900

FINAL APPROVED BUDGET PRIOR YEAR(S) COMPARISON FOR COST CENTER(S)

FUND	GENERAL FUND
DEPARTMENT	MAYOR AND COMMUNITY MEDIA OFFICE
FUND	101

Sum of FINAL APPROVED		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
172300	MAYOR	\$ 705,042.00	\$ 629,730.00	\$ 713,433.00	\$ 792,470.00	\$ 875,130.00	\$ 1,230,100.00	\$ 1,050,200.00	\$ 1,044,600.00	
172310	COMMUNITY MEDIA	\$ 187,406.00	\$ 253,570.00	\$ 300,858.00	\$ 334,250.00	\$ 355,750.00	\$ 394,200.00	\$ 415,600.00	\$ 437,400.00	
Grand Total		\$ 892,448.00	\$ 883,300.00	\$ 1,014,291.00	\$ 1,126,720.00	\$ 1,230,880.00	\$ 1,624,300.00	\$ 1,465,800.00	\$ 1,482,000.00	

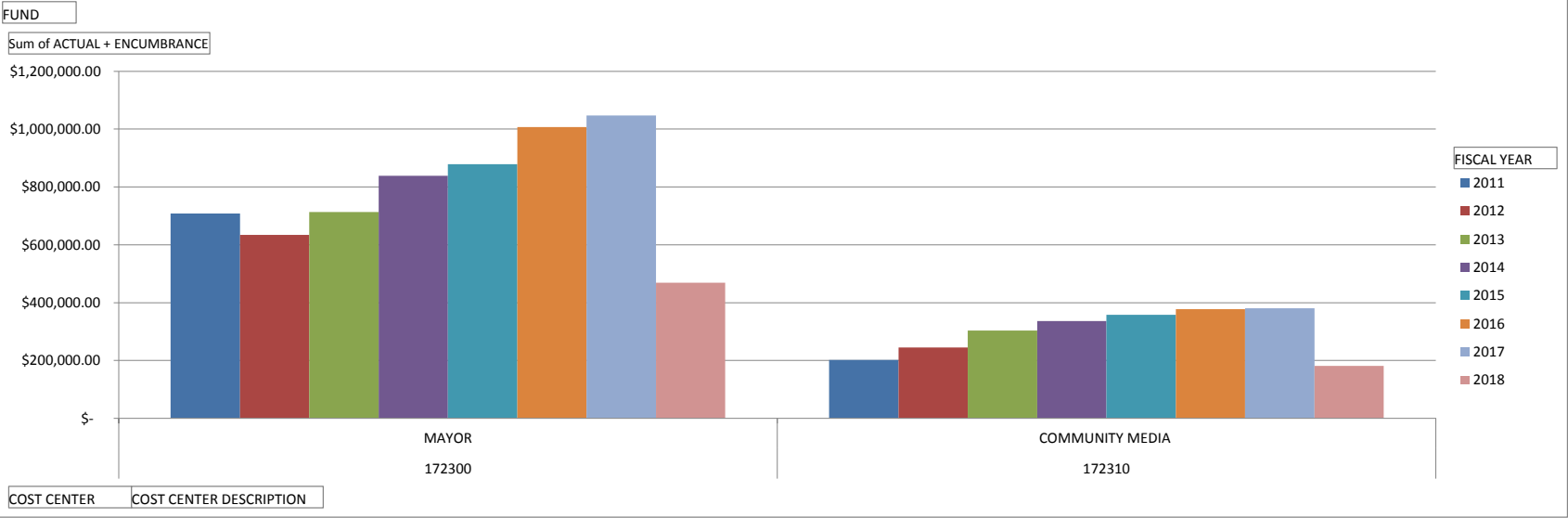
2019 REQUEST
\$ 1,296,800.00
\$ 469,900.00
\$ 1,766,700.00



ACTUAL + ENCUMBRANCE PRIOR YEAR(S) COMPARISON FOR COST CENTER(S) (FY2018 as of 12-31-2017)

FUND	GENERAL FUND
DEPARTMENT	MAYOR AND COMMUNITY MEDIA OFFICE
FUND	101

Sum of ACTUAL + ENCUMBRANCE		FISCAL YEAR									
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018		
172300	MAYOR	\$ 708,010.23	\$ 633,987.83	\$ 713,200.64	\$ 838,903.01	\$ 878,708.50	\$ 1,007,050.87	\$ 1,047,282.89	\$ 468,685.82		
172310	COMMUNITY MEDIA	\$ 202,032.19	\$ 244,619.33	\$ 303,067.04	\$ 336,703.43	\$ 357,808.14	\$ 377,188.46	\$ 380,823.33	\$ 180,746.31		
Grand Total		\$ 910,042.42	\$ 878,607.16	\$ 1,016,267.68	\$ 1,175,606.44	\$ 1,236,516.64	\$ 1,384,239.33	\$ 1,428,106.22	\$ 649,432.13		



FINANCE DEPARTMENT

Description

The Finance Department consists of three divisions: Operations, Assessor and Treasury. Operations includes Accounting, Budget, while Treasury includes Property Tax and Income Tax.

The Finance Department's mission is to develop and control the financial management functions of the City. As outlined in Section 4.302 of the City Charter, this includes accounting, assessment, income tax, and treasury functions. The Department maintains multiple financial management systems which are used for the assessment and collection of property tax, receipt and record revenue, collection of income tax, monitor and meet financial reporting requirements in order to ensure fiscal stability and proper utilization of public monies.

Investment and management of City funds are also a major policy and operational activity through which the Finance Department maximizes City resources by maintaining the City's portfolios in the most advantageous positions. This includes ongoing analysis of both individual investments and general trends that impact the returns on investments, including analysis of City disbursement and collection activities to ensure sound and prudent fiscal management. Financial management responsibilities include risk management and management of Retirement System's assets, as well as the assets of the General Fund and enterprise or special revenue funds.

Budget responsibilities include the preparation of policy recommendations and coordination of budget development and budget monitoring to assure conformance with the state Uniform Budget and Accounting Act, and Article Seven of the City Charter. This process includes revenue and expenditure analysis, development of policy and budgetary alternatives, and coordination between the Mayor and departments on budget development and financial and operational issues. Budget staff also assist in union contract negotiations, and provide cost benefit analyses on proposed projects for Mayoral review.

The Department is directly responsible to the public to maintain an efficient collection system for income and property taxes, as well as a process for equity in assessment of real and personal property. Interdepartmental support activities include providing accounting services, payroll, financial planning, deposit control, and accounts payable functions. Additional support to the Mayor and Council comes from the Finance Department in the preparation of revenue and debt service requirements, as well as analyses of economic trends and business activity that may impact City fiscal resources and/or operational concerns.

FINANCE DEPARTMENT

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 Projected <u>Projected</u>	FY 2019 Proposed <u>Proposed</u>	% Change FY18 Adopted FY19 Proposed
<u>Department Appropriation</u>					

Treasury/Assessing/Finance Operations:

Personnel	\$ 3,607,478	\$ 4,090,350	\$ 4,047,286	\$ 4,208,563	2.9%
Operating	1,137,668	1,291,150	1,250,650	1,263,037	-2.2%
Subtotal	<u>\$ 4,745,146</u>	<u>\$ 5,381,500</u>	<u>\$ 5,297,936</u>	<u>\$ 5,471,600</u>	1.7%

Financial Empowerment Center (moved to Neighborhood & Citizen Engagement Dept. Feb. 2018):

Personnel	\$ 240,650	FY 2018 projections are displayed in the Neighborhood & Citizen Engagement Department for comparability	-100.0%
Operating	184,150		-100.0%
Subtotal	<u>\$ 424,800</u>		-100.0%
	<u>\$ 5,806,300</u>		-100.0%

Budgetary Explanations

Executive Order 2018-01, affirmed by City Council in February, 2018, moved the Office of Financial Empowerment from the Finance Department to the newly-created Neighborhood and Citizen Engagement Department. Financial information for the Office of Financial Empowerment is, for comparability purposes, included with the Neighborhood and Citizen Engagement Department on page 49.

The FY 2019 budget includes the conversion of a part-time position to full-time and a new full-time position in the Treasury division to augment increased tax compliance efforts being undertaken in conjunction with the City Attorney's Office and courts.

The reduction in operating costs is due to the conclusion of the recent pension and retiree healthcare study.

(performance measures on next page)

FINANCE DEPARTMENT

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 Projected	FY 2019 <u>Proposed</u>	% Change FY18 Adopted FY19 Proposed
<u>Department Appropriation</u>					
Treasury/Assessing/Finance Operations:					
Personnel	\$ 3,607,478	\$ 4,090,350	\$ 4,047,286	\$ 4,208,563	2.9%
Operating	1,137,668	1,291,150	1,250,650	1,263,037	-2.2%
Subtotal	<u>\$ 4,745,146</u>	<u>\$ 5,381,500</u>	<u>\$ 5,297,936</u>	<u>\$ 5,471,600</u>	1.7%

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Budgetary Explanations

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(performance measures on next page)

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017</u> <u>Actuals</u>	<u>FY 2018</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2018</u> <u>Amended</u> <u>Budget</u>	<u>FY 2018 Year-</u> <u>End Projection</u>	<u>FY 2019</u> <u>Proposed</u> <u>Budget</u>
FINANCE DEPARTMENT						
Accounting/Budget						
101.172710.702000.00000	SALARIES	292,855	496,923	496,923	431,008	490,964
101.172710.707000.00000	TEMPORARY HELP	79,042	-	-	60,000	-
101.172710.708000.00000	OVERTIME - SALARY	106	-	-	1,000	-
101.172710.712000.00000	LONGEVITY	3,300	3,300	3,300	3,300	3,800
101.172710.715300.00000	FRINGE BENEFITS - FIXED	408,243	423,931	423,931	423,931	408,247
101.172710.715400.00000	FRINGE BENEFITS - VARIABLE	82,417	164,360	164,360	140,000	163,151
101.172710.741000.00000	MISCELLANEOUS OPERATING	81,125	90,000	90,000	90,000	90,000
101.172710.741810.00000	DUES & SUBSCRIPTIONS	28,934	50,000	50,000	40,000	50,000
101.172710.743000.00000	CONTRACTUAL SERVICES	310,419	300,000	300,000	300,000	230,000
101.172710.743050.00000	TEMPORARY HELP-CONTRACTUAL	10,999	-	-	-	-
101.172710.743200.00000	AUDIT FEES	85,889	102,000	102,000	90,000	100,000
101.172710.743720.00000	INFORMATION TECHNOLOGY ALLOC	62,075	78,385	78,385	78,385	82,569
101.172710.744110.00000	UTILITIES - CITY HALL	43,436	50,000	50,000	45,000	50,000
101.172710.744200.00000	TELEPHONE	15,967	16,000	16,000	16,000	18,000
101.172710.747000.00000	TRAINING	1,165	5,000	5,000	3,000	5,000
101.172710.748000.00000	INSURANCE & BONDS	20,263	20,050	20,050	20,050	21,213
Accounting/Budget Total		\$ 1,526,235	\$ 1,799,949	\$ 1,799,949	\$ 1,741,674	\$ 1,712,944
Assessing						
101.172720.702000.00000	SALARIES	580,438	713,472	713,472	680,000	701,043
101.172720.706300.00000	WAGES - BOARD OF REVIEW	3,150	4,500	4,500	4,225	4,000
101.172720.707000.00000	TEMPORARY HELP	11,904	-	-	55,000	-
101.172720.708000.00000	OVERTIME - SALARY	776	1,000	1,000	-	1,000
101.172720.712000.00000	LONGEVITY	13,000	13,000	13,000	11,500	11,500
101.172720.715300.00000	FRINGE BENEFITS - FIXED	627,276	567,289	567,289	567,289	579,408
101.172720.715400.00000	FRINGE BENEFITS - VARIABLE	142,817	195,345	195,345	185,000	203,560
101.172720.741000.00000	MISCELLANEOUS OPERATING	50,282	70,000	70,000	60,000	60,000
101.172720.741840.00000	TRANSPORTATION	3,017	5,000	5,000	4,500	5,000
101.172720.743000.00000	CONTRACTUAL SERVICES	6,250	-	-	-	-
101.172720.743050.00000	TEMPORARY HELP-CONTRACTUAL	17,410	-	-	-	-
101.172720.743720.00000	INFORMATION TECHNOLOGY ALLOC	69,972	88,350	88,350	88,350	93,073
101.172720.744110.00000	UTILITIES - CITY HALL	33,523	40,000	40,000	40,000	40,000
101.172720.744200.00000	TELEPHONE	4,269	5,000	5,000	5,000	8,000

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017 Actuals</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 Year- End Projection</u>	<u>FY 2019 Proposed Budget</u>
101.172720.747000.00000	TRAINING	1,833	5,000	5,000	3,000	5,000
101.172720.748000.00000	INSURANCE & BONDS	15,136	14,736	14,736	14,736	15,590
101.172720.977101.00000	EQUIPMENT < \$5,000	-	10,000	10,000	-	10,000
	Assessing Total	\$ 1,581,053	\$ 1,732,692	\$ 1,732,692	\$ 1,718,600	\$ 1,737,174
Treasury						
101.172730.702000.00000	SALARIES	556,992	684,914	684,914	670,000	763,180
101.172730.707000.00000	TEMPORARY HELP	68,173	70,000	70,000	70,000	20,000
101.172730.708000.00000	OVERTIME - SALARY	1,185	3,600	3,600	3,600	3,600
101.172730.712000.00000	LONGEVITY	8,600	9,600	9,600	9,600	10,600
101.172730.715300.00000	FRINGE BENEFITS - FIXED	512,957	519,333	519,333	519,333	565,716
101.172730.715400.00000	FRINGE BENEFITS - VARIABLE	185,838	217,283	217,283	210,000	278,794
101.172730.741000.00000	MISCELLANEOUS OPERATING	27,379	27,000	27,000	27,000	37,000
101.172730.741100.00000	POSTAGE	69,212	79,000	79,000	90,000	100,000
101.172730.741401.00000	PRINTING & FORMS	18,283	26,000	26,000	26,000	20,000
101.172730.742100.00000	FUEL	13	100	100	100	100
101.172730.743000.00000	CONTRACTUAL SERVICES	55,511	58,500	58,500	58,500	58,500
101.172730.743050.00000	TEMPORARY HELP-CONTRACTUAL	-	2,500	2,500	2,500	-
101.172730.743720.00000	INFORMATION TECHNOLOGY ALLOC	80,623	101,806	101,806	101,806	107,241
101.172730.744110.00000	UTILITIES - CITY HALL	29,064	30,000	30,000	30,000	32,000
101.172730.744200.00000	TELEPHONE	7,046	3,050	3,050	3,050	8,000
101.172730.745200.00000	EQUIPMENT RENTAL	99	200	200	200	200
101.172730.747000.00000	TRAINING	6,962	6,000	6,000	6,000	6,000
101.172730.748000.00000	INSURANCE & BONDS	9,921	9,973	9,973	9,973	10,551
	Treasury Total	\$ 1,637,858	\$ 1,848,859	\$ 1,848,859	\$ 1,837,662	\$ 2,021,482
Office of Finance Empowerment						
(shown in Neighborhood & Citizen Engagemen		\$ 199,880	\$ 424,800	MOVED TO N&CE		
TOTAL FINANCE DEPARTMENT		\$ 4,945,026	\$ 5,806,300	\$ 5,381,500	\$ 5,297,936	\$ 5,471,600

FINAL APPROVED BUDGET PRIOR YEAR(S) COMPARISON FOR COST CENTER(S)

FUND	GENERAL FUND
DEPARTMENT	FINANCE

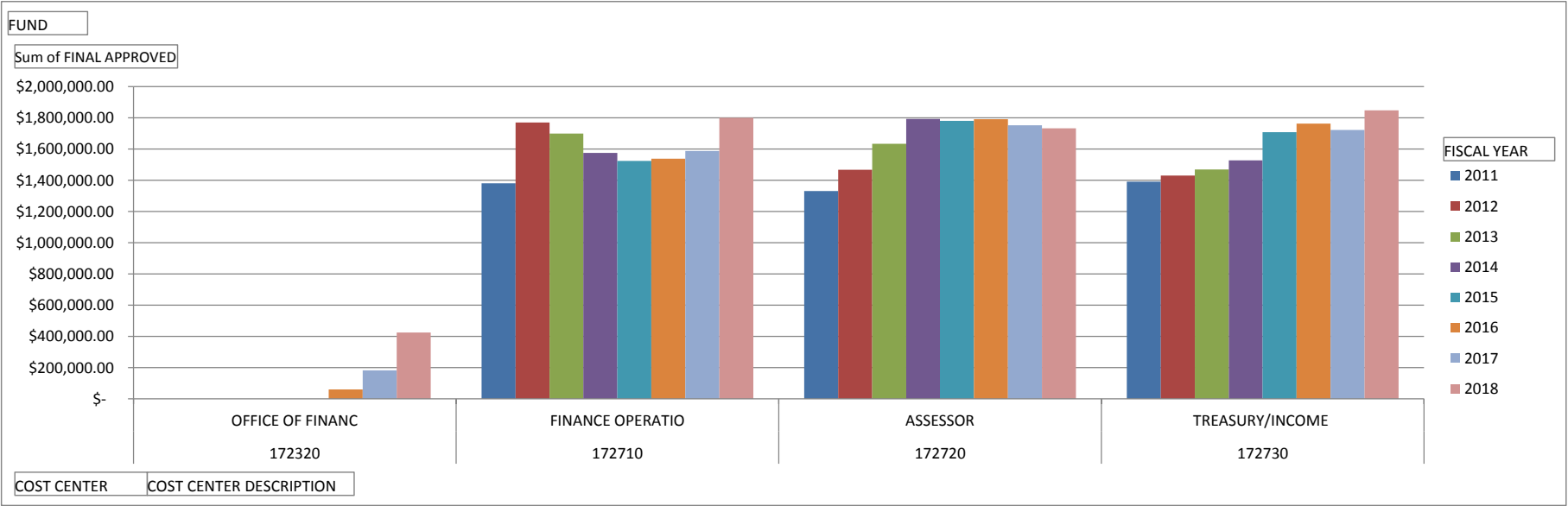
FUND	101
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*** MOVED TO NEIGHBORHOOD & CITIZEN ENGAGEMENT

Sum of FINAL APPROVED		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
172320	OFFICE OF FINANC					\$ -	\$ 60,000.00	\$ 182,100.00	\$ 424,800.00	
172710	FINANCE OPERATIO	\$ 1,380,759.00	\$ 1,769,834.00	\$ 1,699,115.00	\$ 1,575,636.00	\$ 1,524,921.00	\$ 1,538,288.00	\$ 1,588,278.00	\$ 1,799,949.00	
172720	ASSESSOR	\$ 1,331,122.00	\$ 1,467,143.00	\$ 1,634,311.00	\$ 1,792,495.00	\$ 1,780,800.00	\$ 1,790,541.00	\$ 1,752,369.00	\$ 1,732,692.00	
172730	TREASURY/INCOME	\$ 1,391,520.00	\$ 1,430,164.00	\$ 1,468,839.00	\$ 1,526,969.00	\$ 1,708,399.00	\$ 1,763,771.00	\$ 1,723,153.00	\$ 1,848,859.00	
Grand Total		\$ 4,103,401.00	\$ 4,667,141.00	\$ 4,802,265.00	\$ 4,895,100.00	\$ 5,014,120.00	\$ 5,152,600.00	\$ 5,245,900.00	\$ 5,806,300.00	

2019 REQUEST

\$ 1,712,944.00
\$ 1,737,174.00
\$ 2,021,482.00
\$ 5,471,600.00

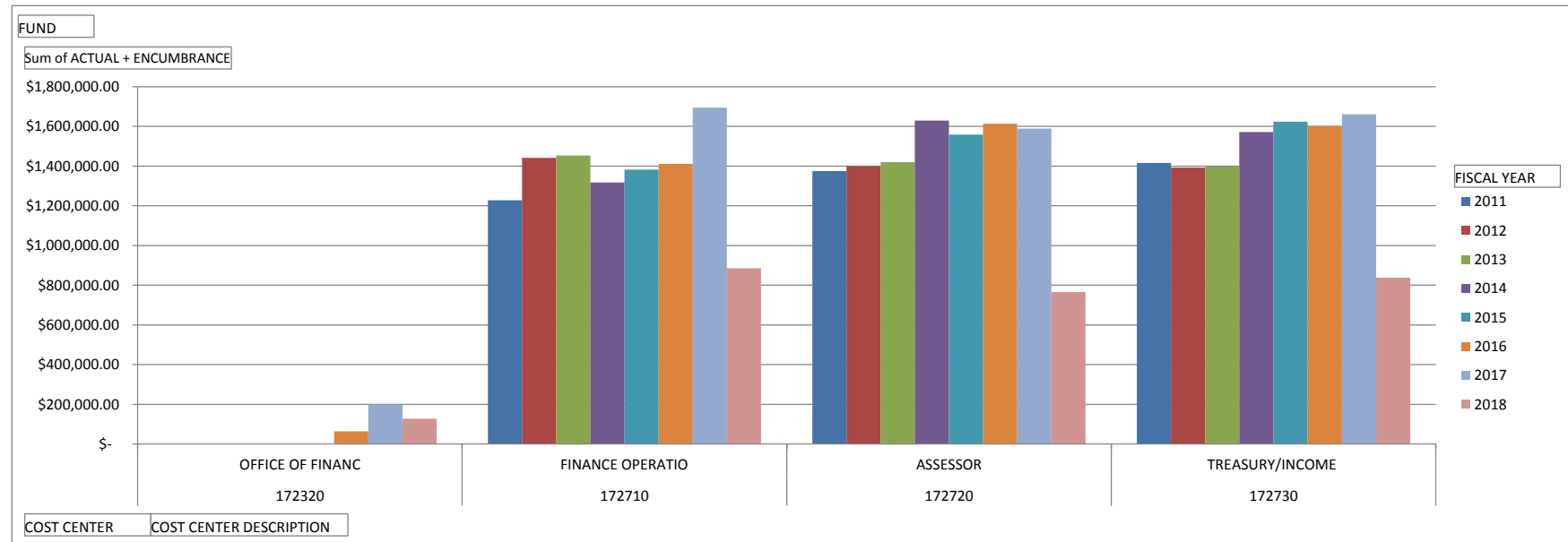


ACTUAL + ENCUMBRANCE PRIOR YEAR(S) COMPARISON FOR COST CENTER(S) (FY2018 as of 12-31-2017)

FUND	GENERAL FUND
DEPARTMENT	FINANCE

FUND	101
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Sum of ACTUAL + ENCUMBRANCE		FISCAL YEAR									
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018		
172320	OFFICE OF FINANC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,834.58	\$ 199,879.05	\$ 127,768.02		
172710	FINANCE OPERATIO	\$ 1,227,925.87	\$ 1,441,093.27	\$ 1,453,706.51	\$ 1,318,169.07	\$ 1,382,411.25	\$ 1,411,533.84	\$ 1,694,908.06	\$ 885,022.63		
172720	ASSESSOR	\$ 1,374,985.32	\$ 1,399,937.71	\$ 1,420,614.44	\$ 1,629,448.78	\$ 1,558,931.19	\$ 1,613,209.41	\$ 1,588,972.21	\$ 765,452.28		
172730	TREASURY/INCOME	\$ 1,415,926.82	\$ 1,392,880.14	\$ 1,398,021.15	\$ 1,571,090.57	\$ 1,623,766.30	\$ 1,601,621.52	\$ 1,660,503.37	\$ 838,687.76		
Grand Total		\$ 4,018,838.01	\$ 4,233,911.12	\$ 4,272,342.10	\$ 4,518,708.42	\$ 4,565,108.74	\$ 4,690,199.35	\$ 5,144,262.69	\$ 2,616,930.69		





City Council and Internal Audit

FY'19 Budget Proposal

Introduction

- ❑ My name is Eric Brewer, as the City's Internal Auditor reporting to City Council, I will be presenting the fiscal year 2019 budget proposal for City Council, the City's legislative body, and for Internal Audit which is contained within a separate cost center.

City Council - Role

- ❑ City Council is the legislative branch for the City of Lansing.
- ❑ Responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law.
- ❑ Vested with oversight and investigative powers and is charged with creating City policy through the adoption of resolutions.
- ❑ Conducts Committee of the Whole and regularly scheduled Committee meetings.
- ❑ Reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations.
- ❑ Adopts an annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and payment of principal and interest on its indebtedness.
- ❑ Works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

City Council - Budget Request

- ❑ The current City Council proposed budget includes 25 line items for a total requested amount of \$714,000 that is a 2.3% or \$16,000 increase from the prior year adopted budget of \$698,000.

FY'19 Executive Budget Recommendation Book - Page 35					
Category	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Proposed	% Change Adopted FY19 Proposed
Personnel	\$465,998	\$483,542	\$487,770	\$494,573	2.3%
Operating	\$173,023	\$214,458	\$178,301	\$219,427	2.3%
Total	\$639,021	\$698,000	\$666,071	\$714,000	2.3%

City Council – Line Items

❑ These line items included items, such as:

- ✓ Salaries for Councilmembers that are set by Elected Office Compensation Committee.
- ✓ Two Paid Office Staff members paid per the city's salary schedules (Based off of Teamsters Local 214).
- ✓ Fringe benefits calculated by the Finance Department based on social security rates and healthcare coverage, etc.
- ✓ Councilmembers officeholder expense accounts that provide for \$2,000 for At Large and \$1,500 for Ward Councilmembers.
- ✓ Overhead expenses for Information Technology, utilities, phone, insurance and bonds, etc.
- ✓ Accounts set up for support of community projects, such as Promotion and Community funding that can be used to buy ads in program booklets for events and/or to help sponsor events, etc.

City Council – Why Increase?

- ❑ The primary reason for the increase of from the prior year budget is from:
 - ✓ 3.10% or \$8,866 increase for Salaries Line Item
 - ❖ Office support staff increases, as a result of following (Teamster Local 214).
 - ✓ 1.41% or \$1,810 increase for Fringe Benefits Fixed Line Item
 - ✓ 5.34% or \$4,002 increase for Information Technology Line Item
 - ❖ Result of increase funding overall for Information Technology Department.
 - ✓ 5.80% or \$467 increase for Insurance & Bonds Line Item
 - ❖ Result of increase funding for Insurance and Bonds allocation.

Internal Audit - Role

- ❑ The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy.
- ❑ The Internal Auditor works under the direction of the City Council in reviewing external audits of financial transactions and procedures.
- ❑ The Internal Auditor also performs routine audits of other City business.
- ❑ The Internal Auditor is appointed by and is responsible to the City Council.
- ❑ The mission of the Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of city government for the benefit of the citizens of the City of Lansing.

Internal Audit - Budget Request

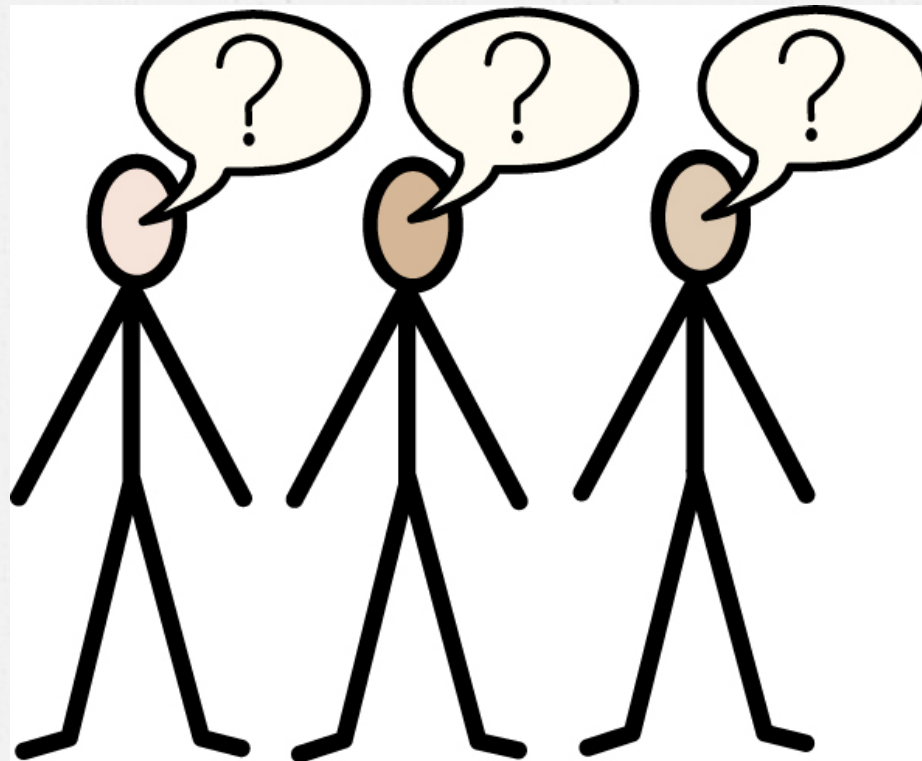
- ❑ The current Internal Audit proposed budget includes 8 line items for a total requested amount of \$194,900 that is a 7.9% or \$14,200 increase from the prior year adopted budget of \$180,700.

FY'19 Executive Budget Recommendation Book - Page 37					
Category	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Proposed	% Change Adopted FY19 Proposed
Personnel	\$145,268	\$168,088	\$173,841	\$182,261	8.4%
Operating	\$7,952	\$12,612	\$10,130	\$12,639	0.2%
Total	\$153,220	\$180,700	\$183,971	\$194,900	7.9%

Internal Audit – Why Increase?

- ❑ The primary reason for the increase of from the prior year budget is from:
 - ✓ 12.00% or \$10,234 increase for Salaries Line Item
 - ❖ Salary increase, as a result of following (Teamster Local 214).
 - ✓ 4.63% or \$3,099 increase for Fringe Benefits Fixed Line Item
 - ✓ 5.46% or \$840 increase for Fringe Benefits Variable Line Item
 - ✓ 5.33% or \$346 increase for Information Technology Line Item
 - ❖ Result of increase funding overall for Information Technology Department.
 - ✓ 5.81% or \$181 increase for Insurance & Bonds Line Item
 - ❖ Result of increase funding for Insurance and Bonds allocation.

Any Questions?



City Council

Description

As the City's legislative branch, the City Council is responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law. The City Council is also vested with oversight and investigative powers and is charged with creating City policy through the adoption of resolutions. At Council Committee of the Whole and regularly scheduled Committee meetings, Council reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations. The City Council, as required by Charter, adopts an annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and payment of principal and interest on its indebtedness. The Council also works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

CITY COUNCIL

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Proposed</u>	% Change FY18 Adopted <u>FY19 Proposed</u>
<u>Department Appropriation</u>					
Personnel	\$ 465,998	\$ 483,542	\$ 487,770	\$ 494,573	2.3%
Operating	173,023	214,458	178,301	219,427	2.3%
Total	<u>\$ 639,021</u>	<u>\$ 698,000</u>	<u>\$ 666,071</u>	<u>\$ 714,000</u>	2.3%

Budgetary Explanations

No significant operational changes are budgeted for FY 2019.

PERFORMANCE MEASUREMENTS

Council Members will develop protocols to respond in a timely manner to calls, emails and inquiries from constituents.

Council Members will be prepared and attend the Council Committees they are assigned to.

Council Members will be prepared and attend outside Boards and Commissions they are assigned and prepare reports to be shared with fellow Council Members and the public.

Council Members will be prepared and attend Council Meetings.

Council will establish additional ways to share information facilitating additional transparency to City government.

Council will review during the budget process whether City Departments have met their Performance Budgeting and if not where they are lacking or have excelled.

Upon the adoption of ordinances Council will work with the various Departments to ensure a procedure is developed for the training and implementation of the ordinance.

INTERNAL AUDIT

Description

The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy. The Internal Auditor works under the direction of the City Council in reviewing external audits of financial transactions and procedures. The Internal Auditor also performs routine audits of other City business. The Internal Auditor is appointed by and is responsible to the City Council. The mission of the Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of city government for the benefit of the citizens of the City of Lansing.

INTERNAL AUDIT

	FY 2017 <u>Actual</u>	FY 2018 Adopted <u>Budget</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Proposed</u>	% Change FY18 Adopted FY19 Proposed
<u>Department Appropriation</u>					
Personnel	\$ 145,268	\$ 168,088	\$ 173,841	\$ 182,261	8.4%
Operating	7,952	12,612	10,130	12,639	0.2%
Total	<u>\$ 153,220</u>	<u>\$ 180,700</u>	<u>\$ 183,971</u>	<u>\$ 194,900</u>	7.9%

Budgetary Explanations

No significant operational changes are budgeted for FY 2019.

PERFORMANCE MEASUREMENTS

Internal Audit shall be prepared and attend the Council Committees and/or other Committees assigned.

Internal Audit shall compile an analysis of the Financial Status Report annually.

Internal Audit shall compile an analysis on the City's Long Term Debt Outlook annually.

Internal Audit shall compile an analysis of Capital Improvement Plan annually.

Internal Audit shall provide monthly reports to Councilmember(s) on a year-to-date expenditures on all line items in the Council budget. This report shall provide monthly report detailing the expenditures of the individual officeholder account(s).

Internal Audit shall provide an annual budget proposal for City Council and Internal Audit for the upcoming year for review and submission to approval by City Council.

The Office of Internal Audit shall utilize different types of reviews that are less systematic in nature to gather, evaluate, and communicate information about the activity or process being examined.

The Office of Internal Audit shall utilize different types of audits that are more systematic in nature to gather, evaluate, and communicate information about the activity or process being examined.

PERFORMANCE INDICATORS

Attended Ways and Means Committee, Claim Review Committee, Committee of the Whole, and LEPPA board member meetings.

Compiled and submitted Financial Status Report on 2/9/2017 and on 2/28/2017.

Compiled and submitted Long Term Debt Outlook for FY2016 and on 4-4-2017.

Compiled and submitted analysis of Capital Projects Park Millage on 7-10-2017.

Complied and submitted analysis of Capital Projects Street Funds on 8-18-2017.

Complied and submitted City Council Tracking Workbooks on a monthly basis.

Compiled and submitted budget proposal for City Council and Internal Audit on 1-25-2017 and on 2-

Compiled and submitted Stadium Fund Report on 9-7-2017.

Complied and submitted Brownfield redevelopment Plans Submitted, Approved, and Contained with

Complied and submitted Analysis FHT Recommendation on 1-31-2018.

Provided other reports and analysis during current and prior fiscal year not listed above.

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017 Actuals</u>	<u>FY 2018 Adopted Budget</u>	<u>FY 2018 Amended Budget</u>	<u>FY 2018 Year- End Projection</u>	<u>FY 2019 Proposed Budget</u>
<u>CITY COUNCIL</u>						
101.112101.702000.00000	SALARIES	275,411	285,934	296,934	297,885	294,800
101.112101.708000.00000	OVERTIME - SALARY	-	-	-	54	-
101.112101.712000.00000	LONGEVITY	-	-	-	-	400
101.112101.715300.00000	FRINGE BENEFITS - FIXED	126,718	128,062	128,062	128,062	129,872
101.112101.715400.00000	FRINGE BENEFITS - VARIABLE	55,454	64,546	64,546	56,720	64,501
101.112101.741000.00000	MISCELLANEOUS OPERATING	30,456	30,000	32,628	23,322	30,000
101.112101.741200.00000	PROMOTION	6,130	7,500	7,500	7,118	7,500
101.112101.741223.00000	COUNCILMEMBER WOOD	1,995	2,000	2,000	2,000	2,000
101.112101.741229.00000	COUNCILMEMBER DUNBAR	1,495	2,000	2,000	2,000	2,000
101.112101.741235.00000	COUNCILMEMBER YORKO	1,401	1,500	1,500	810	-
101.112101.741236.00000	COUNCILMEMBER HOUGHTON	1,002	1,500	1,500	1,130	-
101.112101.741237.00000	COUNCILMEMBER WASHINGTON	1,204	1,500	1,500	1,500	1,500
101.112101.741238.00000	COUNCILMEMBER BROWN-CLARKE	872	2,000	2,000	982	-
101.112101.741240.00000	COUNCILMEMBER SPITZLEY	1,146	2,000	2,000	2,000	2,000
101.112101.741241.00000	COUNCILMEMBER HUSSAIN	1,358	1,500	1,500	1,500	1,500
101.112101.741242.00000	COUNCILMEMBER SPADAFORÉ	-	-	-	-	2,000
101.112101.741243.00000	COUNCILMEMBER JACKSON	-	-	-	-	1,500
101.112101.741244.00000	COUNCILMEMBER GARZA	-	-	-	-	1,500
101.112101.741246.00000	MARTIN LUTHER KING JR DAY	-	1,000	1,000	1,000	1,000
101.112101.741247.00000	CESAR CHAVEZ EVENT	1,000	1,500	1,500	1,500	1,500
101.112101.741256.00000	BEA CRISTY AWARDS DINNER	-	-	-	-	500
101.112101.741289.00000	COMMUNITY FUNDING	3,800	7,000	10,200	5,563	7,000
101.112101.743050.00000	TEMPORARY HELP-CONTRACTUAL	8,415	5,000	-	5,049	5,000
101.112101.743720.00000	INFORMATION TECHNOLOGY ALLOC	59,320	74,903	74,903	74,903	78,905
101.112101.744110.00000	UTILITIES - CITY HALL	39,657	50,000	50,000	33,757	50,000
101.112101.744200.00000	TELEPHONE	14,219	13,500	13,500	9,853	13,500
101.112101.747000.00000	TRAINING	675	2,000	2,000	405	2,000
101.112101.748000.00000	INSURANCE & BONDS	5,788	8,055	8,055	8,055	8,522
101.112101.977000.00000	EQUIPMENT	1,505	5,000	5,000	903	5,000
	CITY COUNCIL Total	\$ 639,021	\$ 698,000	\$ 709,828	\$ 666,071	\$ 714,000

FY 2018/2019 Proposed Budget Supplementary Information -- Accounting Level Detail

<u>Account Code</u>	<u>Description</u>	<u>FY 2017</u> <u>Actuals</u>	<u>FY 2018</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2018</u> <u>Amended</u> <u>Budget</u>	<u>FY 2018 Year-</u> <u>End Projection</u>	<u>FY 2019</u> <u>Proposed</u> <u>Budget</u>
	<u>INTERNAL AUDIT</u>					
101.112120.702000.00000	SALARIES	54,683	85,306	88,806	92,111	95,540
101.112120.707000.00000	TEMPORARY HELP	9,292	500	-	-	500
101.112120.715300.00000	FRINGE BENEFITS - FIXED	71,901	66,889	66,889	66,889	69,988
101.112120.715400.00000	FRINGE BENEFITS - VARIABLE	9,392	15,393	15,393	14,841	16,233
101.112120.741000.00000	MISCELLANEOUS OPERATING	-	1,500	1,500	-	1,500
101.112120.743720.00000	INFORMATION TECHNOLOGY ALLOC	5,142	6,494	6,494	6,494	6,840
101.112120.744200.00000	TELEPHONE	644	1,500	1,500	518	1,000
101.112120.748000.00000	INSURANCE & BONDS	2,166	3,118	3,118	3,118	3,299
	INTERNAL AUDIT Total	\$ 153,220	\$ 180,700	\$ 183,700	\$ 183,971	\$ 194,900

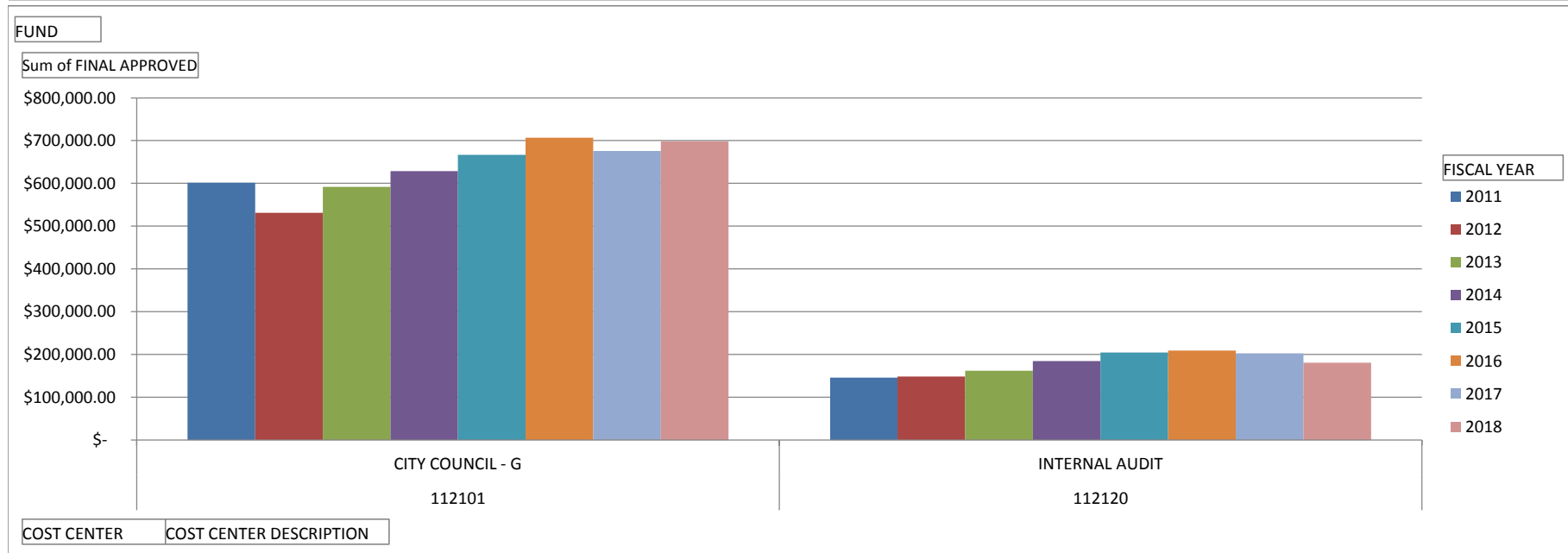
FINAL APPROVED BUDGET PRIOR YEAR(S) COMPARISON FOR COST CENTER(S)

FUND	GENERAL FUND
DEPARTMENT	COUNCIL & INTERNAL AUDIT

FUND	101
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Sum of FINAL APPROVED		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
112101	CITY COUNCIL - G	\$ 601,683.00	\$ 531,380.00	\$ 592,050.00	\$ 628,900.00	\$ 666,400.00	\$ 706,400.00	\$ 675,800.00	\$ 698,000.00	
112120	INTERNAL AUDIT	\$ 145,710.00	\$ 148,335.00	\$ 161,692.00	\$ 184,460.00	\$ 204,650.00	\$ 209,200.00	\$ 202,200.00	\$ 180,700.00	
Grand Total		\$ 747,393.00	\$ 679,715.00	\$ 753,742.00	\$ 813,360.00	\$ 871,050.00	\$ 915,600.00	\$ 878,000.00	\$ 878,700.00	

2019 REQUEST
\$ 714,000.00
\$ 194,900.00
\$ 908,900.00

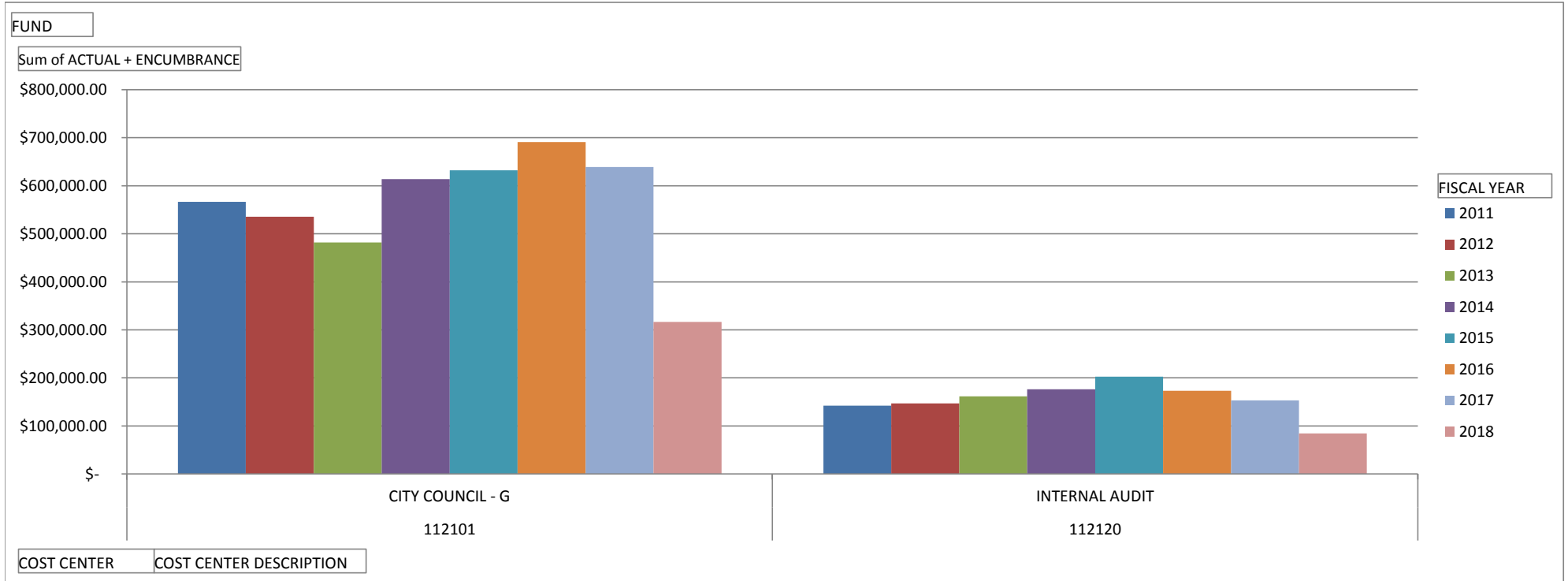


ACTUAL + ENCUMBRANCE PRIOR YEAR(S) COMPARISON FOR COST CENTER(S) (FY2018 as of 12-31-2017)

FUND	GENERAL FUND
DEPARTMENT	COUNCIL & INTERNAL AUDIT

FUND	101
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Sum of ACTUAL + ENCUMBRANCE		FISCAL YEAR								
COST CENTER	COST CENTER DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	
112101	CITY COUNCIL - G	\$ 566,377.84	\$ 535,459.65	\$ 481,826.02	\$ 613,971.38	\$ 631,897.29	\$ 690,723.38	\$ 639,021.45	\$ 316,565.58	
112120	INTERNAL AUDIT	\$ 142,341.01	\$ 146,946.14	\$ 161,524.17	\$ 175,995.20	\$ 202,335.59	\$ 173,010.33	\$ 153,219.84	\$ 84,149.37	
Grand Total		\$ 708,718.85	\$ 682,405.79	\$ 643,350.19	\$ 789,966.58	\$ 834,232.88	\$ 863,733.71	\$ 792,241.29	\$ 400,714.95	



INTRODUCTION OF ORDINANCE

The Office of the Mayor introduced:

An Ordinance of the City of Lansing to amend the Lansing Codified Ordinances Chapter 230, Section 230.01, and pursuant to Departmental Reorganization, Rename the Department of Planning and Neighborhood Development to Department of Economic Development and Planning

The Ordinance is read a first time and referred to the _____

RESOLUTION SETTING PUBLIC HEARING
BY _____

RESOLVED BY THE CITY COUNCIL, CITY OF LANSING, that a public hearing be set for _____ at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI for the purpose of considering an Ordinance of the City of Lansing to amend the Lansing Codified Ordinances Chapter 230, Section 230.01, and pursuant to Departmental Reorganization, Rename the Department of Planning and Neighborhood Development to Department of Economic Development and Planning

Interested Persons are invited to attend this Public Hearing

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE
LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 230, SECTION 230.01,
AND PURSUANT TO DEPARTMENTAL REORGANIZATION, RENAME THE
DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT TO THE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 230, Section 230.01, of the Codified Ordinances of the City of
Lansing, Michigan, be and is hereby amended to read as follows:

CHAPTER 230

230.01. COMMENCING FEBRUARY 12, 2018, THE EFFECTIVE DATE OF
EXECUTIVE ORDER AND EXECUTIVE REORGANIZATION PLAN: 2018-01, THE CITY
DEPARTMENT THAT HAS BEEN KNOWN AS THE DEPARTMENT OF PLANNING AND
NEIGHBORHOOD DEVELOPMENT SHALL BE RENAMED AND KNOWN AS THE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING. HEREAFTER,
REFERENCE IN THE CHARTER TO THE PLANNING DEPARTMENT, AND THE
AGENCIES OF BUILDING INSPECTION AND SAFETY, COMMUNITY DEVELOPMENT,
HOUSING AND REDEVELOPMENT, AND PROPERTY MANAGEMENT (ALL
REORGANIZED INTO THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD
DEVELOPMENT) AND ALL REFERENCE IN ORDINANCES AND DOCUMENTS TO THE
DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT, OR OTHER
SIMILAR DEPARTMENT DESCRIPTIONS, SHALL NOW BE CONSIDERED AS

1 REFERRING TO THE DEPARTMENT KNOWN AS THE DEPARTMENT OF ECONOMIC
2 DEVELOPMENT AND PLANNING; AND REFERENCE TO THE DIRECTOR OF THE
3 DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT SHALL NOW
4 BE SYNONYMOUS WITH, AND REFER TO THE DIRECTOR OF THE DEPARTMENT OF
5 ECONOMIC DEVELOPMENT AND PLANNING.

6 THE RENAMING TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND
7 PLANNING SHALL NOT AFFECT ANY RIGHT, DUTY, OBLIGATION, OR LIABILITY
8 ACCRUED OR INCURRED UNDER ANY CONTRACT, FORM, OR LEGISLATIVE
9 PROVISION IN EFFECT PRIOR TO THE EFFECTIVE DATE OF THE RENAMING, OR
10 ANY ACTION OR PROCEEDING TO ENFORCE SUCH CONTRACT, FORM OR
11 LEGISLATIVE PROVISION. THE RENAMING SHALL NOT BE CONSTRUED TO
12 RELIEVE THE CITY OF LANSING, OR ANY PERSON, OF ANY RIGHT, DUTY OR
13 OBLIGATION TO PERFORM OR COMPLY WITH SUCH CONTRACT, FORM OR
14 LEGISLATIVE REQUIREMENT; OR FROM THE PUNISHMENT FOR AN ACT
15 COMMITTED IN VIOLATION OF SUCH LEGISLATIVE PROVISION; OR EFFECT ANY
16 PROSECUTION THEREOF. FOR SUCH PURPOSES, ANY SUCH CONTRACT, FORM,
17 RIGHT, DUTY, OBLIGATION, OR LEGISLATIVE PROVISION SHALL CONTINUE IN
18 FULL FORCE AND EFFECT NOTWITHSTANDING THE RENAMING OF THE
19 DEPARTMENT TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND
20 PLANNING BY THIS ORDINANCE.

21 Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
22 inconsistent with the provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given immediate effect by City Council.

Approved as to form:

City Attorney

Dated: _____

INTRODUCTION OF ORDINANCE

The Office of the Mayor introduced:

An Ordinance of the City of Lansing, Michigan, to amend the Lansing Codified Ordinances by Amending Chapter 1210, Section 1210.01, to recognize the offices, divisions and functions of the Department of Economic Development and Planning, including the supervision and administrative control over the Offices of Planning, Development, Building Safety, Code Compliance, and Parking.

The Ordinance is read a first time and is referred to the _____

RESOLUTION SETTING PUBLIC HEARING
BY _____

RESOLVED BY THE CITY COUNCIL, CITY OF LANSING, that a public hearing be set for _____ at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI for the purpose of considering an Ordinance of the City of Lansing, Michigan, to amend the Lansing Codified Ordinances by Amending Chapter 1210, Section 1210.01, to recognize the offices, divisions and functions of the Department of Economic Development and Planning, including the supervision and administrative control over the Offices of Planning, Development, Building Safety, Code Compliance, and Parking.

Interested Persons are invited to attend this Public Hearing

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE
LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 1210, SECTION 1210.01,
TO RECOGNIZE THE OFFICES, DIVISIONS AND FUNCTIONS OF THE DEPARTMENT
OF ECONOMIC DEVELOPMENT AND PLANNING, INCLUDING THE SUPERVISION
AND ADMINISTRATIVE CONTROL OVER THE OFFICES OF PLANNING,
DEVELOPMENT, BUILDING SAFETY, CODE COMPLIANCE, AND PARKING.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 1210, Section 1210.01, of the Codified Ordinances of the City of
Lansing, Michigan, be and is hereby amended to read as follows:

1210.01.

~~There is hereby established within the Office of Building Safety of the Department of
Planning and Neighborhood Development a Division of Sealer of Weights and Measures, which
Division shall be under the administration and operational control of the Director of Building
Safety. The Division shall consist of the Sealer of Weights and Measures and such other
employees as may be necessary to carry out the work of the Division. They shall perform such
duties as are prescribed by the Director and shall devote their entire time to the work of the
Division.~~ THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING WILL
CONTAIN THE OFFICES OF PLANNING, DEVELOPMENT, BUILDING SAFETY, CODE
COMPLIANCE, AND PARKING, AND SUCH OTHER ADMINISTRATIVE OFFICES,
DIVISIONS, AND FUNCTION THAT SUPPORT, ENFORCE, ADVANCE AND
ENCOURAGE ECONOMIC DEVELOPMENT, PLANNING, ZONING, HOUSING,

BUILDING AND SAFETY, AND PROPERTY REGULATIONS, MAINTENANCE AND
RENEWAL, CONSISTENT WITH THE DEPARTMENTAL PURPOSES AND FUNCTIONS.
THE MANAGERS OF THE OFFICES AND DIVISIONS WITHIN THE DEPARTMENT
SHALL REPORT TO THE DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
AND BE UNDER THE DIRECT ADMINISTRATION AND OPERATIONAL CONTROL OF
THE DIRECTOR.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
inconsistent with the provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be
invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof
other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given
immediate effect by City Council.

Approved as to form:

City Attorney

Dated: _____

INTRODUCTION OF ORDINANCE

The Office of the Mayor introduced:

An Ordinance of the City of Lansing, Michigan, to repeal Section 224.01, of Chapter 224, of the Lansing Codified Ordinances, removing the Office of Code Compliance for the City of Lansing and the code compliance functions from the Fire Department, thereby returning all duties and functions of the Office of Code Compliance, the code compliance manager and officers, to the Department of Economic Development and planning without change or interruption.

The Ordinance is read a first time and is referred to the _____

RESOLUTION SETTING PUBLIC HEARING
BY _____

RESOLVED BY THE CITY COUNCIL, CITY OF LANSING, that a public hearing be set for _____ at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI for the purpose of considering An Ordinance of the City of Lansing, Michigan, to repeal Section 224.01, of Chapter 224, of the Lansing Codified Ordinances, removing the Office of Code Compliance for the City of Lansing and the code compliance functions from the Fire Department, thereby returning all duties and functions of the Office of Code Compliance, the code compliance manager and officers, to the Department of Economic Development and planning without change or interruption.

Interested Persons are invited to attend this Public Hearing

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO REPEAL SECTION 224.01, OF CHAPTER 224, OF THE LANSING CODIFIED ORDINANCES, REMOVING THE OFFICE OF CODE COMPLIANCE FOR THE CITY OF LANSING AND THE CODE COMPLIANCE FUNCTIONS FROM THE FIRE DEPARTMENT, THEREBY RETURNING ALL DUTIES AND FUNCTIONS OF THE OFFICE OF CODE COMPLIANCE, THE CODE COMPLIANCE MANAGER AND OFFICERS, TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING WITHOUT CHANGE OR INTERRUPTION.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 224, Section 224.01, of the Codified Ordinances of the City of Lansing, Michigan, be and is hereby repealed in its entirety and shall be null and void and of no effect.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions hereof are hereby repealed in their entirety and shall be null and void and of no effect.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance repeal shall take effect on the 30th day after enactment, unless given immediate effect by City Council.

Approved as to form:

City Attorney

Dated: _____



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