

AGENDA

Committee of the Whole AGENDA FOR MARCH 14, 2022 AT 5:30 PM



Lansing City Hall, Tony Benavides Lansing City Council Chambers
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

Council Member Hussain, Chairperson
Council Member Wood, Vice Chairperson

1. **Call to Order**
 2. **Roll Call**
 3. **Minutes**
 - A. February 28, 2022
 4. **Public Comment on Agenda Items (Up to 3 Minutes)**
 5. **Presentations:**
 - B. Fiscal Year 2021-2022 2nd Qtr. General Fund Status Report and Vacancy Positions Report
 - C. City of Lansing Equity Matrix
 6. **Discussion/Action:**

Closed Session

 - D. Pursuant to MCL 15.268(c) of the Open Meetings Act, recess into closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement between the City of Lansing and Teamsters Local 214, as requested by the City.
- Reconvene**
7. **Action**
 - E. RESOLUTION -Ratification of the Tentative Agreement; CBA for Union Teamsters 214 Supervisory and Non-Supervisory Units
 8. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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MINUTES

Committee of the Whole

Monday, February 28, 2022 @ 5:30 p.m.

Tony Benavides Lansing City Council Chambers

CALL TO ORDER

Council President Hussain called the meeting to order at 5:30 p.m.

PRESENT

Councilmember Adam Hussain
Councilmember Carol Wood
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Jeremy Garza
Councilmember Brian T. Jackson
Councilmember Jeffrey Brown
Councilmember Brian Daniels

OTHERS PRESENT

Renee Richmond, Council Office Staff
Eric Brewer, Internal Auditor
Jim Smiertka, OCA
Lisa Hagen, OCA
Elizabeth O'Leary, Labor Negotiator – Arrived @ 6:34
Mark Lawrence, Mayor's Office
Jake Brower, Finance
Linda Sanchez-Gazella, HR
Judy Kehler, CSO

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM FEBRUARY 14, 2022, AS PRESENTED. MOTION CARRIED 8-0.

Public Comment

No public comment.

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Presentation

Human Resources Hiring Process

Linda Sanchez-Gazella informed the Committee of the recruitment cycle from when a requisition for an opening is created in the department that has a need, it then goes through multiple approvals (4), once it passes all of them a meeting is set to create an exam process if necessary and posting the position. The system is designed to automatically identify those that fit the criteria, however, there is a follow up process in HR to review those not selected to make sure nobody is missed.

Councilmember Jackson left at 5:39pm

Once the applicants are selected, pretesting is set up and the candidates are able to select and create their timeline, so it gives them more flexibility.

Councilmember Jackson returned at 5:39pm

Ms. Sanchez-Gazella continued that once they get to the interview process they are scored. The entire process is detailed and takes from beginning to end up to eight weeks, but depends on factors if the manager is on vacation, etc. We encourage if the manager is on vacation to set a secondary to review and follow up with the hiring specialist. She finished stating it's quite detailed and encourages Councilmembers to come in and meet with the hiring specialist to see it and provide recommendations to us.

Councilmember Garza asked when hiring out contract employees who is holding them accountable, Ms. Sanchez-Gazella stated when a manager needs temporary help they go to an agency, and they bring someone in. Councilmember Garza again asked who is holding these people accountable, Linda responded she would have to talk with the Administration on that question.

Councilmember Wood indicated she had a few questions, first let's say a department has five open positions, until the manager/director move on it you (HR) are not involved correct. Ms. Sanchez responded to an extent I do go over things with the manager but until they want to post HR isn't involved. Councilmember Wood asked it is potential that if a manager has a posting with vacancy factor that is within the budget, they can leave that open to use those funds to override additional funds. Ms. Sanchez deferred that question to finance but there is a potential for that. Councilmember Wood asked how long from the hiring manager to find and the mayor to sign off, Linda responded it should go more than three days, but it could go a week. Councilmember Wood also stated that if previous mayoral approval was received prior to the hiring freeze do we still have to go through to have these vacancies approved? Ms. Sanchez responded that this is the way the system is set up for checks/balances for final review. Councilmember Wood's final question was if someone has to come in for testing like a physical, and a drug test and having to set up multiple times/days we have the potential to lose applicants, has that changed. Ms. Sanchez responded absolutely we have streamlined and not splitting up the testing/interview times.

Councilmember Brown inquired about the recruitment process. Ms. Sanchez again stated that it begins with the department creating the requisition and then the hiring specialist getting involved at that point for assistance. She continued as far as HR is they've expanded and are trying other avenues like MSU, Michigan Works, and different organizations throughout the city, but if the Council has suggestions on what they can do better or different they welcome them. She added that in special areas like Mr. Kilpatrick's where they need a plumber or electrician, we always meet with the hiring manger.

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Councilmember Jackson stated he had a couple questions, first in her opinion does she think the number one problem is getting them filled, and can you give us an update on the Fire Chief processes, how many have applied. Ms. Sanchez agreed, and said right now it is receiving the applicants, the applicant pool isn't coming in, she added they've gone through the initial phase, and determined those selected and they are going through the background phase. She added the plan is to do a community survey to see what questions people may want to ask the Chief, and an evaluation will be filled out for the top two candidates for the mayor.

Councilmember Hussain asked how many have applied, Ms. Sanchez replied 19 applied, it then went down to nine. Councilmember Hussain then asked what the realistic time is to have someone in the position, she responded hopefully April.

Councilmember Spitzley said back to the recruitment as part of the ongoing chief diversity officer, what is her goal and what has she changed in the recruitment process to find the most diverse pool. Ms. Sanchez said there is a review process they include the DEI Officer in but not the hiring process. Councilmember Spitzley said what she is looking for is a change in how they recruit and what they are doing to attract the most qualified, that after the fact is too late and encourage HR to look at how they can get the most qualified and diversified pool. Councilmember Spitzley finished that as Councilmember Jackson asked why it's taking so long, and you said HR isn't getting the applicant pool. Councilmember Spitzley added she believes that predates COVID and if they want to get back to normal, they need to look at how they can attract them.

Councilmember Jackson left @ 5:57pm

Ms. Sanchez again stated that when they do have a position, they put it out to a number of others like, Ingham and Eaton Counties, Michigan Works, and many organizations. Councilmember Brown said he was under the impression that the DEI officer worked with HR with policy and procedures and HRCS. Ms. Sanchez indicated the position is still new and they are working on how everything works and will come together, but she is involved with many HR processes.

Councilmember Spadafore asked if there was anything policy or budgetary wise this body can do to make this process better.

Councilmember Jackson returned @ 6:00pm

Councilmember Hussain informed everyone that the budget schedule will be released tomorrow, and in order for Council to understand what they can do to help HR is to understand what they do and need. HR is doing more with less and what are the best practices. Ms. Sanchez finished by reiterating the offer for Council to visit HR and see the process.

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Update from City of Lansing Chief Strategy Officer

Ms. Kehler gave a brief explanation on how the CSO position came about in 2020 and part of that was to look at OPEB (other post employee benefits). She shared a PowerPoint and on page 3 that went over the Police & Fire System with 699 retirees and beneficiaries, 12 terminated plan members entitled to but not collecting benefits, and 344 active plan members for a total of 1,055 for a percentage of 67 retirees. Moving to the ERS, she pointed out the total number of 1,431 which accounts for 70% retiree and 30% active. Ms. Kehler noted page 4 that the OPEB assets are held in a healthcare reserve in the Pension Trusts. As of 01/01/2021 there was 38 million and 45 million for ERS and P/F respectively and have 37 million for ERS in a VEBA account. She continued the VEBA is a pay as you go, what can the employee afford type plan. The city's goal is to fully pre-fund OPEB, which would entail healthcare benefits to be paid from the trust. Ms. Kehler had Council look at page 5 and what they took from CAFR liability and assets from FY 19, 20, and 21 so they could view three years and the next page was for Police & Fire. Ms. Kehler noted that in speaking with Councilmembers Hussain and Wood and so many numbers thrown out there is a concern when looking at a snapshot, it was 593 million when she first started, it is now 293 million. She added they are always looking at how to impact and decrease the cost and strategically reduce without disruption to the residents, there are a lot of different opportunities to look at, one is to bond for it, they do not currently but other municipalities are, and they are exploring. Ms. Kehler stated the reduction initiatives they are looking at are engage Greg Stump the City's Actuary, competitive contract bidding, changed medical/RX plans and carriers, look at ways to reduce cost and liability while providing the benefits, another reason is it's important to provide an attractive benefit and salary package to entice people to come work at the City. She continued that they need to be agile and flexible, and mentioned what if there is another pandemic or the City of Lansing boom economically, they have to have a plan and another plan for backup. Lastly, Ms. Kehler noted the Funding Progress slide with the actuarial liability at 154 million and 195 million for ERS and P/F respectively, assets at 75 million and 45 million respectively, and finally a ratio of 49% and 23% respectively. Ms. Kehler completed her presentation that funding continues to improve and both pension systems and OPEB systems are in line to be 100% funded by 2041.

Councilmember Jackson left @ 6:25pm

Ms. Kehler continued that there are goals, and they have an action plan, they cannot just assume things are going to work, and there are always areas for improvement.

Councilmember Hussain reminded that there is a closed session still tonight. Councilmember Spitzley commented that it was great to hear from Ms. Kehler, but one of the reasons she was brought on was to look at the departments and city holistically to find, efficiencies and appreciate that this has taken a lot of your time, as it is critical that we take care of our employees. The other thing is departments and HR, is there a plan to look at other areas in the City of Lansing as you've looked at OPEB, and lastly she would like to have her report out on a more consistent basis, maybe quarterly.

Councilmember Jackson returned @ 6:27pm

Councilmember Wood stated part of what they are talking about when making payments from the gen fund into OPEB is currently right now healthcare is being pd for out of gen fund, there for retirees. There's nothing coming out of the trust, that's why there is so little being put into the trust. The goal will be to determine how much we are paying out of the gen fund for

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healthcare, for retirees, and moving that over to OPEB, and then making payments out of that. This will be able then to be cost neutral through this process. Also, the fact that we continue with our investment strategies, those dollars continue depending as indicated how the market fluctuates, it will end up increasing in that arena as well. One thing we caution about with the retirement board is that if you close the system, that means there is no employee paying into the system, and all you have is the money that is currently in the system to pay out to the retirees. You saw the pyramid and how many people are on the bottom rung. Councilmember Wood acknowledge she was aware that was one of the recommendations that came out of the FHT was to close the system, that is not something the retirement boards want or believe is beneficial. They were extremely thrilled when we heard Councilmember Garza was there, he's knew on the ERS board, as Mr. Stump was going through how to potentially pay for this, and what it would look like. They saw some reality there that would move us forward. Even though the assumption, the rate is 7% and they are earning 9.7, Mr. Stump also peered that down using the 7% so anything above that is a benefit as well. Councilmember Wood stated she just wanted to bring that to everyone, so they had a clear understanding of where they are as they move forward.

Councilmember Garza stated to Ms. Kehler that they are definitely trending in the right direction and Ms. Kehler mentioned that by 2041 completely funded, where are they right now. Ms. Kehler mentioned PA 202, there is a category they have to report if they are not over 60% funded with your pensions or 40% funded with your retirement or OPEB, then you have to fill out PA 202. She continued that this year they are only having to fill out for three because one is considered funded by PA 202 definition. Ms. Kehler asked if she could get that to them as she didn't have it available.

Councilmember Hussain agreed with Councilmember Spitzley, and they would like to bring Ms. Kehler in more consistently.

Fiscal Year 2021-2022 Vacancy Positions Report and General Fund Status Report -2nd Quarter

Councilmember Hussain informed Council that Mr. Jake Brower has been understanding to allow us to push Item D to the next meeting as the presentations went longer than expected.

Discussion

CLOSED SESSION- 6:34 p.m.

MOTION BY COUNCIL MEMBER WOOD AT 6:34 P.M. PURSUANT TO MCL 15.268(C) OF THE OPEN MEETINGS ACT, HEREBY MOVES THE CITY COUNCIL TO RECESS INTO CLOSED SESSION FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LANSING AND THE UNITED AUTO WORKERS LOCAL 2256 AS REQUESTED BY THE CITY. ROLL CALL, MOTION CARRIED 7-1.

RECONVENE

Council President Hussain reconvened the meeting at 6:51p.m.

Other

RESOLUTION – Collective Bargaining Agreement; United Auto Workers Local 2256 Memorandum of Understanding regarding Extension of Voluntary Opt-In Deadline for the Healthcare Saving Plan

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO APPROVE THE CBA WITH UAW 2256 ON THE MOU FOR AN EXTENSION OF VOLUNTARY OPT-IN DEADLINE FOR HEALTHCARE SAVINGS PLAN. MOTION CARRIED 8-0.

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RESOLUTION – CBA; Teamsters Local 243 Supervisory Unit; Period covering February 1, 2022, through January 31, 2025, summarized in the Tentative Agreement Document

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO APPROVE THE CBA; TEAMSTERS LOCAL 243 SUPERVISORY UNIT; PERIOD COVERING FEBRUARY 1, 2022, THROUGH JANUARY 31, 2025, SUMMARIZED IN THE TENTATIVE AGREEMENT DOCUMENT. MOTION CARRIED 8-0.

RESOLUTION – CBA; Teamsters Local 243 Clerical, Technical Professional Unit; Period covering February 1, 2022, through January 31, 2025, summarized in the Tentative Agreement Document

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO APPROVE THE CBA; TEAMSTERS LOCAL 243 CLERICAL, TECHNICAL PROFESSIONAL UNIT; PERIOD COVERING FEBRUARY 1, 2022, THROUGH JANUARY 31, 2025, SUMMARIZED IN THE TENTATIVE AGREEMENT DOCUMENT. MOTION CARRIED 8-0.

Adjourn

The meeting adjourned at: 6:53p.m.

Respectfully Submitted by,

Renee Richmond, Recording Secretary,

Lansing City Council

Approved by the Committee

General Fund Status Report – FY 2022 2nd Quarter

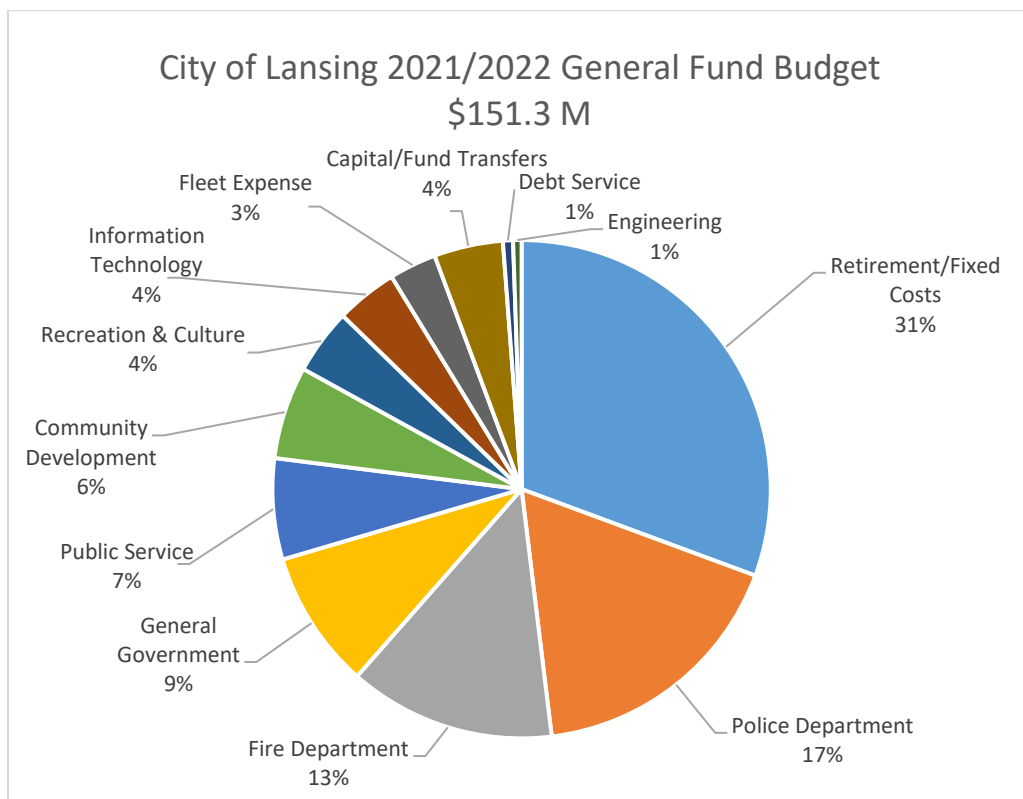
Please see accompanying summary detail (pages 4-8)

General Fund Summary

The City budgeted to end FY 2021 with \$14,131,852 in combined general fund reserves. For FY 2022 the City budgeted \$133,116,350 in total revenues including transfers and \$151,291,350 in total expenditures for an estimated ending fund balance of \$14,731,852. The City's General Fund budget includes \$18.875M in American Plan Rescue Plan Act money to be used to support government services to the extent of revenue losses due to COVID-19.

The City's fund balance policy recommends a fund balance between 12% and 15% of expenditures. The City's annual financial audit is now complete, finding that the City has exceeded this threshold through a combination of one-time savings, state and federal support, and improved income tax collections. The Administration has reserved these excess funds into committed fund balance pending further action and discussion by City Council and the Administration related to City Ordinance and Budget Policies.

The City will provide a mid-year budget amendment to account for these one-time funds within the context of broader financial challenges and a continued structural deficit.



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Revenue Summary

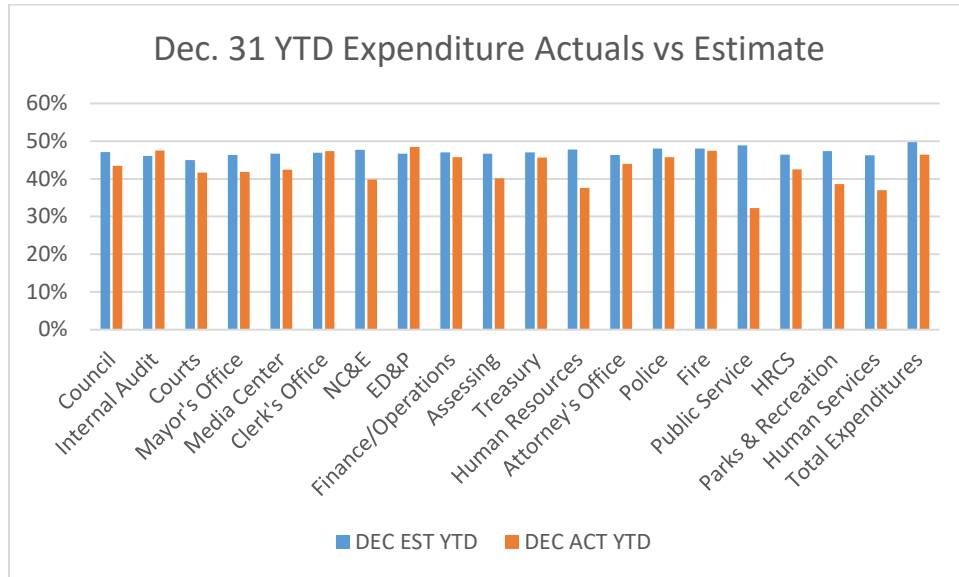
General Fund revenues collected through the second quarter of Fiscal Year 2022 (July – December) are on track with expectations for the amended budget.

- **Property Taxes** are 35% of the general fund budget and are largely collected at the beginning of the fiscal year. While revenue currently exceeds budgeted amounts, it remains subject to tax appeals and other adjustments throughout the year.
- **Income Tax** collections, 22% of the general fund budget, are above our conservative estimates for the beginning of the fiscal year. The City had previously budgeted an approximately 25% impact from COVID-19, consistent with other communities in Michigan. Projections of significant refunds did not materialize, providing the City with a significantly improved outlook for the current fiscal year.
- **Return on Equity** is received in December and June. The current contract includes a guaranteed \$25M payment to the City and 3% of the Lansing Board of Water and Light's June 1 to May 31 revenue in excess of \$409,836,066. Specifically, revenue from retail and wholesale sales of chilled water, electric, steam, heat, and water utilities. This is 19% of the general fund budget that is set at a fixed dollar amount.
- **State Revenues** are on track with October and December revenue sharing payments received by the City. Some risk remains as constitutional revenue sharing will be adjusted to account for the 2020 Census beginning with the February payment. The City also received a smaller grant for fire protection of state owned facilities than projected for the year. State revenues make up 15% of the general fund budget.
- **Charges for Services** are slightly below average for this time with public safety charges, reimbursements, and code compliance being the largest sources. This may be adjusted as cash receipts are accounted for or for minor accruals. This makes up 6% of the general fund budget.
- **Fines and Forfeitures** are slightly below previous years to date. This is tied to District Court activities. This category makes up 1% of general fund revenues.
- **Licenses and Permits** are ahead compared to previous years. This is due to the timing of various licenses, many of which are managed by the Clerk's office.
- **Interest and Rents** are less than a percent of the City's budget. Collections are currently above previous year collections.
- **Other Revenues** are below previous year collections for this time. This category makes up only 1% of General Fund revenues.

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Expenditure Summary

Departmental expenditures are largely below first quarter targets considering the timing of payroll and major contracts, with Internal Audit and Economic Development & Planning only slightly ahead of expectations for this time of year. The City is in the process of returning to full capacity while being aware of the continued challenges of the COVID-19 pandemic.



Conclusion

The Administration continues to monitor expenditures and seek out necessary savings to maintain vital services while also making strategic investments to grow the City's economy and strengthen the quality of life for residents, workers, business owners, and visitors. Due to the American Rescue Plan Act the City is able to continue services despite the negative impacts of the COVID-19 pandemic. While there is good news in terms of recovery, significant challenges remain in balancing the fiscal health of the City.

The general fund budget report is presented in several formats for informational value as follows. After a separate revenue and expenditure summary, the City's general fund is presented as formally adopted in appropriation detail showing personnel vs. operating expenditures, then in governmental detail it is summarized by purpose. In this last view, retirement and information technology costs are displayed separately from departments to better represent their costs to the City's general fund.

December 31, 2022 Revenue Summary

Fiscal Year July 1, 2021 - June 30, 2022

General Fund Revenues	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Amended</u> <u>Budget</u>	<u>FY 2022</u> <u>Dec. 31</u> <u>Actuals</u>	<u>Dec. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Dec. 31</u> <u>Avg.</u>
<u>Property Taxes</u>					
Non-Dedicated	34,325,000	34,325,000	37,471,021		
Dedicated - Police	3,525,000	3,525,000	3,525,000		
Dedicated - Fire	3,525,000	3,525,000	3,525,000		
Dedicated - Roads	2,350,000	2,350,000	2,350,000		
Dedicated - Parks	2,350,000	2,350,000	2,350,000		
Total	46,075,000	46,075,000	49,221,021	106.8%	100.0%
<u>Income Taxes</u>					
City Income Tax	29,380,800	29,380,800	12,509,435		
Total	29,380,800	29,380,800	12,509,435	42.6%	36.4%
<u>Return on Equity</u>					
Board of Water and Light	25,000,000	25,000,000	12,500,000		
Total	25,000,000	25,000,000	12,500,000	50.0%	51.1%
<u>State Revenues</u>					
Revenue Sharing	15,598,000	15,598,000	5,981,317		
Fire Reimbursement Grants	3,250,000	3,250,000	2,620,079		
Personal Property Tax Reimbursement	900,000	900,000	852,804		
Recreational Marijuana	350,000	350,000	-		
Liquor License Fee	70,000	70,000	56,726		
Total	20,168,000	20,168,000	9,510,925	47.2%	45.8%
<u>Charges for Services</u>					
Public Safety	4,368,850	4,368,850	1,567,492		
Reimbursements	2,348,150	2,348,150	1,135,363		
Code Compliance	1,091,000	1,091,000	508,595		
Recreation Fees	415,500	415,500	239,860		
Appeals & Petitions	84,350	84,350	51,145		
Work for Others	35,200	35,200	122,971		
Central Stores	1,500	1,500	930		
Subscriptions and Information	300	300	45		
Total	8,344,850	8,344,850	3,626,402	43.5%	44.0%
<u>Fines and Forfeitures</u>					
Fines and Forfeitures	1,777,600	1,777,600	583,280		
Total	1,777,600	1,777,600	583,280	32.8%	48.3%
<u>Licenses & Permits</u>					
Cable Franchise Fees	1,000,000	1,000,000	244,187		
Marihuana Licenses	600,000	600,000	420,000		
Business Licenses	65,250	65,250	45,630		
Non-Business Licenses	37,600	37,600	15,516		
Building Licenses & Permits	17,250	17,250	3,400		
Total	1,720,100	1,720,100	728,733	42.4%	23.8%
<u>Interest & Rents</u>					
Interest Income	210,000	210,000	350,299		
Total	210,000	210,000	350,299	166.8%	48.5%
<u>Other Revenues</u>					
Miscellaneous	173,000	173,000	42,331		
Sale of Fixed Assets	102,000	102,000	10,000		
Donations & Contributions	65,000	78,614	102,122		
Total	340,000	353,614	154,453	43.7%	91.0%
<u>Total General Fund</u>					
Operating Revenue	133,016,350	133,029,964	89,184,548	67.0%	60.6%
Transfers from Other Funds	100,000	100,000	100,000		
Total	133,116,350	133,129,964	89,284,548	67.1%	60.2%

December 31, 2021 Departmental Summary

Fiscal Year July 1, 2021 - June 30, 2022

General Fund Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Amended</u> <u>Budget</u>	<u>FY 2022</u> <u>Dec. 31</u> <u>Actuals</u>	<u>Dec. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Dec. 31</u> <u>Target</u>
Beginning General Fund Balance	5,336,531	5,336,531	5,336,531		
Beginning Budget Stab. Fund Balance	8,795,321	8,795,321	8,795,321		
Total General Fund Reserves	<u>14,131,852</u>	<u>14,131,852</u>	<u>14,131,852</u>		
Revenues (detail on previous page)	133,116,350	133,129,964	89,284,548	67.1%	60.2%
<u>Departmental Expenditures:</u>					
Council	664,446	664,446	288,625	43.4%	47.1%
Internal Audit	194,724	194,724	92,474	47.5%	46.1%
Mayor's Office	1,618,281	1,618,281	676,804	41.8%	46.4%
Office of Community Media	583,262	583,262	247,403	42.4%	46.7%
District Court	6,329,859	6,329,859	2,751,947	43.5%	47.0%
Circuit Court Building Rental	285,000	285,000	2,185	0.8%	1.2%
City Clerk's Office	1,485,525	1,485,525	703,915	47.4%	46.9%
Neighborhood & Citizen Engagement	1,232,199	1,332,199	530,205	39.8%	47.7%
Economic Development & Planning	6,093,740	6,093,740	2,952,637	48.5%	46.7%
Finance Department	2,007,522	2,007,522	918,775	45.8%	47.0%
City Assessor	1,967,154	1,967,154	790,236	40.2%	46.6%
Treasury/Income Tax	2,384,813	2,384,813	1,089,583	45.7%	47.0%
Human Resources Department	2,572,681	2,572,681	967,968	37.6%	47.8%
City Attorney's Office	2,450,461	2,450,461	1,076,160	43.9%	46.4%
Police Department	49,911,211	50,004,825	22,892,201	45.8%	48.0%
Fire Department	38,811,479	38,811,479	18,410,410	47.4%	48.0%
Public Service	12,677,987	12,677,987	4,090,889	32.3%	48.9%
Human Relations & Community Services	1,934,094	1,934,094	822,046	42.5%	46.4%
Parks & Recreation Department	9,017,392	9,017,392	3,482,685	38.6%	47.3%
Human Service Agency Support	1,800,000	1,800,000	666,649	37.0%	46.3%
<u>Non-Departmental Expenditures:</u>					
Library Building Rental	135,000	135,000	61,005	45.2%	50.0%
Operating Subsidies to Other Funds	1,255,000	1,255,000	1,255,000	100.0%	100.0%
Contingency	300,000	-	-		
City Supported Agencies/MRJE	467,500	767,500	43,050	5.6%	20.5%
Capital Improvements	5,522,000	5,522,000	5,522,000	100.0%	100.0%
Debt Service & Penalties	990,020	990,020	30,585	3.1%	50.0%
Vacancy Factor	(1,400,000)	(1,400,000)	-		
Expenditures	151,291,350	151,484,964	70,365,439	46.5%	49.9%
Net Impact on Fund Balance	(18,175,000)	(18,355,000)			
Federal Stimulus Reimbursement	18,875,000	18,875,000			
Ending General Fund Reserves	<u>14,831,852</u>	<u>14,651,852</u>			

December 31, 2021 Budget Appropriation Summary

Fiscal Year July 1, 2021 - June 30, 2022

Estimated Revenues	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Amended</u> <u>Budget</u>	<u>FY 2022</u> <u>Dec. 31</u> <u>Actuals</u>	<u>Dec. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Dec. 31</u> <u>Avg.</u>
Property Taxes	46,075,000	46,075,000	49,221,021		
Income Taxes	29,380,800	29,380,800	12,509,435		
Return on Equity	25,000,000	25,000,000	12,500,000		
State Revenues	20,168,000	20,168,000	9,510,925		
Charges for Services	8,344,850	8,344,850	3,626,402		
Fines & Forfeitures	1,777,600	1,777,600	583,280		
Licenses & Permits	1,720,100	1,720,100	728,733		
Interest & Rent	210,000	210,000	350,299		
Other Revenue	340,000	353,614	154,453		
Total Revenues	133,016,350	133,029,964	89,184,548	67.0%	60.6%
Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Amended</u> <u>Budget</u>	<u>FY 2022</u> <u>Dec. 31</u> <u>Actuals</u>	<u>Dec. 31</u> <u>Percent</u> <u>YTD</u>	<u>Dec. 31</u> <u>Target</u> <u>Exp.</u>
Council					
Personnel	477,506	477,506	218,235		
Operating	186,940	186,940	70,390		
Total	664,446	664,446	288,625	43.4%	47.1%
Internal Audit					
Personnel	182,369	182,369	87,564		
Operating	12,355	12,355	4,910		
Total	194,724	194,724	92,474	47.5%	46.1%
Courts					
Personnel	5,136,026	5,136,026	2,325,462		
Operating	1,478,833	1,478,833	428,669		
Total	6,614,859	6,614,859	2,754,131	41.6%	45.0%
Mayor's Office					
Personnel	1,421,507	1,421,507	611,477		
Operating	196,774	196,774	65,327		
Total	1,618,281	1,618,281	676,804	41.8%	46.4%
Media Center					
Personnel	510,517	510,517	213,959		
Operating	72,745	72,745	33,444		
Total	583,262	583,262	247,403	42.4%	46.7%
Clerk's Office					
Personnel	1,056,330	1,056,330	527,189		
Operating	429,195	429,195	176,726		
Total	1,485,525	1,485,525	703,915	47.4%	46.9%
Neighborhood & Citizen Engagement					
Personnel	741,190	741,190	348,116		
Operating	491,009	591,009	182,089		
Total	1,232,199	1,332,199	530,205	39.8%	47.7%
Economic Development & Planning					
Personnel	3,423,250	3,423,250	1,543,274		
Operating	2,670,490	2,670,490	1,409,362		
Total	6,093,740	6,093,740	2,952,637	48.5%	46.7%
Finance/Operations					
Personnel	1,517,661	1,517,661	694,032		
Operating	489,861	489,861	224,743		
Total	2,007,522	2,007,522	918,775	45.8%	47.0%

Appropriations	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 Dec. 31 Actuals</u>	<u>Dec. 31 Percent YTD</u>	<u>Dec. 31 Target Exp.</u>
Assessing					
Personnel	1,706,240	1,706,240	684,261		
Operating	260,914	260,914	105,975		
Total	<u>1,967,154</u>	<u>1,967,154</u>	<u>790,236</u>	40.2%	46.6%
Treasury					
Personnel	1,869,301	1,869,301	792,780		
Operating	515,512	515,512	296,803		
Total	<u>2,384,813</u>	<u>2,384,813</u>	<u>1,089,583</u>	45.7%	47.0%
Human Resources					
Personnel	1,440,235	1,440,235	599,812		
Operating	1,132,446	1,132,446	368,157		
Total	<u>2,572,681</u>	<u>2,572,681</u>	<u>967,968</u>	37.6%	47.8%
Attorney's Office					
Personnel	2,183,939	2,183,939	953,848		
Operating	266,522	266,522	122,312		
Total	<u>2,450,461</u>	<u>2,450,461</u>	<u>1,076,160</u>	43.9%	46.4%
Police					
Personnel	42,171,580	42,171,580	19,435,385		
Operating	7,739,631	7,833,245	3,456,817		
Total	<u>49,911,211</u>	<u>50,004,825</u>	<u>22,892,201</u>	45.8%	48.0%
Fire					
Personnel	33,208,919	33,208,919	16,094,643		
Operating	5,602,560	5,602,560	2,315,767		
Total	<u>38,811,479</u>	<u>38,811,479</u>	<u>18,410,410</u>	47.4%	48.0%
Public Service					
Personnel	3,280,326	3,280,326	1,275,796		
Operating	9,397,661	9,397,661	2,815,094		
Total	<u>12,677,987</u>	<u>12,677,987</u>	<u>4,090,889</u>	32.3%	48.9%
Human Relations & Community Service					
Personnel	1,747,915	1,747,915	745,000		
Operating	186,179	186,179	77,046		
Total	<u>1,934,094</u>	<u>1,934,094</u>	<u>822,046</u>	42.5%	46.4%
Parks & Recreation					
Personnel	5,967,152	5,967,152	2,347,774		
Operating	3,050,240	3,050,240	1,134,911		
Total	<u>9,017,392</u>	<u>9,017,392</u>	<u>3,482,685</u>	38.6%	47.3%
Human Services					
Operating	1,800,000	1,800,000	666,649		
Total	<u>1,800,000</u>	<u>1,800,000</u>	<u>666,649</u>	37.0%	46.3%
City Supported Agencies/MRJE					
Operating	467,500	767,500	43,050		
Total	<u>467,500</u>	<u>767,500</u>	<u>43,050</u>	5.6%	20.5%
Non-Departmental					
Contingency	300,000	-	-		
Vacancy Factor	(1,400,000)	(1,400,000)	-		
Library Lease	135,000	135,000	61,005		
Debt Service	990,020	990,020	30,585		
Net Transfers	6,677,000	6,677,000	6,677,000		
Total	<u>6,702,020</u>	<u>6,402,020</u>	<u>6,768,590</u>	105.7%	99.3%
Total Expenditures	<u>151,191,350</u>	<u>151,384,964</u>	<u>70,265,439</u>	46.4%	49.7%
General Fund balance	14,131,852	14,131,852			
Change	(18,175,000)	(18,355,000)			
Federal Stimulus Reimbursement	18,875,000	18,875,000			
Ending Fund Balance	<u>14,831,852</u>	<u>14,651,852</u>			

December 31, 2021 Governmental Summary

Fiscal Year July 1, 2021 - June 30, 2022

General Fund Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Amended</u> <u>Budget</u>	<u>FY 2022</u> <u>Dec. 31</u> <u>Actuals</u>	<u>Dec. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Dec. 31</u> <u>Avg.</u>
Beginning General Fund Balance	5,336,531	5,336,531	2,328,400		
Beginning Budget Stab. Fund Balance	8,795,321	8,795,321	7,792,610		
Total General Fund Reserves	<u>14,131,852</u>	<u>14,131,852</u>	<u>10,121,010</u>		
Revenues (detail on previous page)	133,116,350	133,129,964	89,284,548	67.1%	60.2%
General Government					
Attorney's Office	1,574,249	1,574,249	648,409		
City Clerk	1,092,782	1,092,782	511,045		
Council	503,484	503,484	209,341		
District Court	3,854,419	3,854,419	1,528,080		
Circuit Court Building Rental	285,000	285,000	2,185		
Internal Audit	118,127	118,127	55,108		
Finance	1,378,542	1,378,542	611,050		
City Assessor	1,232,797	1,232,797	431,662		
Treasury/Income Tax	1,455,037	1,455,037	634,392		
Human Resources	1,905,173	1,905,173	641,316		
Mayor's Office	1,036,093	1,036,093	417,490		
Office of Community Media	411,642	411,642	163,192		
Library Building Rental	135,000	135,000	61,005		
Vacancy Factor	(1,400,000)	(1,400,000)	-		
Total General Government	<u>13,582,345</u>	<u>13,582,345</u>	<u>5,914,276</u>	43.5%	46.6%
Public Safety					
Police Department	26,309,472	26,403,086	11,899,806		
Fire Department	20,321,076	20,321,076	9,826,352		
Total Public Safety	<u>46,630,548</u>	<u>46,724,162</u>	<u>21,726,158</u>	46.5%	48.4%
Community Development					
Economic Development & Planning	4,333,971	4,333,971	2,098,879		
Neighborhood & Citizen Engagement	898,595	998,595	368,198		
Human Relations & Community Services	1,206,874	1,206,874	468,262		
Human Service Agency Support	1,800,000	1,800,000	666,649		
City Supported Agencies/MRJE	467,500	767,500	43,050		
Total Community Development	<u>8,706,940</u>	<u>9,106,940</u>	<u>3,645,038</u>	40.0%	44.7%
Public Service					
Public Service Department	9,926,178	9,926,178	2,929,703	29.5%	49.2%
Recreation & Culture					
Parks & Recreation Department	6,431,628	6,431,628	2,268,853	35.3%	47.7%
Internal Services					
Retirement/Fixed Benefits	46,412,238	46,412,238	21,872,034		
Information Technology Expense	6,063,608	6,063,608	3,032,376		
Fleet Expense	4,642,582	4,642,582	1,755,284		
Engineering	828,263	828,263	414,132		
Total Internal Services	<u>57,946,691</u>	<u>57,946,691</u>	<u>27,073,826</u>	46.7%	47.3%
Non-Departmental Expenditures					
Contingency	300,000	-	-		
Operating Subsidies to Other Funds	1,255,000	1,255,000	1,255,000		
Capital Improvements	5,522,000	5,522,000	5,522,000		
Debt Service & Penalties	990,020	990,020	30,585		
Expenditures	151,291,350	151,484,964	70,365,439		
Net Impact on Fund Balance	(18,175,000)	(18,355,000)			
Federal Stimulus Reimbursement	18,875,000	18,875,000			
Ending General Fund Reserves	<u>14,831,852</u>	<u>14,651,852</u>			

**Fiscal Year 2022
December 31, 2021**

Page 16 of 24

Vacancy Factor Report

Fiscal Year 2022
December 31, 2021

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Non-Vacancy Factor (non-General Fund) Vacancies							
PUBLIC SERVICE/O&M	1013611	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW	1.00	5/31/2019	18,439
PUBLIC SERVICE/O&M	1013611	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW	1.00	10/24/2020	23,731
PUBLIC SERVICE/O&M	1013611	EQPOPWK6	EQUIPMENT OPERATOR WORKER 600	UAW	1.00	12/2/2021	4,277
PUBLIC SERVICE/O&M	1013611	FRSTWKR5	ARBORIST 500	UAW	1.00	9/13/2021	14,383
PUBLIC SERVICE/O&M	1013611	FRSTWKR6	ARBORIST 500	UAW	1.00	9/13/2021	15,553
PUBLIC SERVICE/O&M	1013611	FRSTWKR6	ARBORIST 500	UAW	1.00	9/13/2021	15,553
PUBLIC SERVICE/O&M	1013611	PKSMTWK2	GROUPS & MAINTENANCE WKR 200	UAW	1.00	9/4/2021	11,873
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	8/15/2020	29,942
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	12/4/2021	4,537
PUBLIC SERVICE/O&M	1013611	SNMATWKR	SIGN MAINTENANCE WORKER 400	UAW	1.00	3/26/2021	21,843
PUBLIC SERVICE/O&M	1013611	SOLWASUP	SOLID WASTE SUPERVISOR	T243SUP	1.00	8/15/2020	31,434
PUBLIC SERVICE/O&M	1013611	SOLWASUP	SR OFFICE ADMINISTRATOR	T243SUP	1.00	12/17/2021	2,755
ED&P/BUILDING SAFETY	2492610	BLDOFMGR	BUILDING OFFICIAL MANAGER	T214 SUPV	1.00	10/22/2021	19,018
ED&P/PARKING	5853640	PRKNGMGR	PARKING MANAGER	NB SUPV	1.00	9/24/2021	27,069
ED&P/PARKING	5853641	ACCTGCLK	ACCOUNTING CLERK	T243CTP	1.00	1/22/2018	20,450
ED&P/PARKING	5853641	ACCTGCLK	ACCOUNTING CLERK	T243CTP	1.00	5/18/2019	20,450
ED&P/PARKING	5853641	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	11/9/2021	5,499
ED&P/PARKING	5853642	PKGENWKR	PARKING ENFORCEMENT WORKER 400	UAW	1.00	10/23/2021	8,274
ED&P/PARKING	5853642	PKGENWKR	PARKING ENFORCEMENT WORKER 400	UAW	1.00	11/9/2021	6,454
ED&P/PARKING	5853642	PKGRVCOL	PARKING REVENUE COLLECTORS	UAW	1.00	9/14/2019	16,822
ED&P/PARKING	5853642	PKGRVCOL	PARKING REVENUE COLLECTORS	UAW	1.00	1/24/2020	16,822
PUBLIC SERVICE/WWTP	5903670	ASPLSUPT	ASSIST PLANT SUPERINTENDENT	NB SUPV	1.00	7/31/2020	41,271
PUBLIC SERVICE/WWTP	5903670	ELECTECH	ELECTRICAL TECHNICIAN	T243CTP	1.00	10/5/2006	29,942
PUBLIC SERVICE/WWTP	5903670	UTLELWKR	UTILITY ELECTRICAL WORKER	UAW	1.00	5/31/2013	25,890
PUBLIC SERVICE/WWTP	5903670	WWMATWK4	WASTEWATER MAINTENANCE WKR 400	UAW	1.00	6/21/2021	21,843
PUBLIC SERVICE/WWTP	5903670	WWMATWK6	WASTEWATER MAINTENANCE WKR 600	UAW	1.00	5/27/2020	25,662
PUBLIC SERVICE/WWTP	5903670	WWPLTLBR	WASTE WATER PLANT LABORER	UAW	1.00	7/12/2019	19,969
PUBLIC SERVICE/WWTP	5903670	WWRESHAN	RESIDUAL HANDLER	UAW	1.00	12/18/2020	23,731
PUBLIC SERVICE/WWTP	5903670	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	1.00	10/23/2015	31,434
INFO TECH	6303130	DATANLST	DATA ANALYST	T243CTP	1.00	2/16/2018	CONTRACT
INFO TECH	6303130	SECURADM	SECURITY ADMINISTRATOR	T243SUP	1.00	11/2/2018	CONTRACT
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/1/2017	28,475
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/12/2019	28,475
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	3/29/2019	23,731
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	5/13/2019	23,731
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	8/17/2019	23,731
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	7/21/2021	21,214
PUBLIC SERVICE/FLEET	6433623	SRVCSPEC	SERVICE SPECIALIST	T243CTP	1.00	9/20/2019	22,456
PUBLIC SERVICE/FLEET	6433623	VEHWKR04	VEHICLE MAINTENANCE WORKER 400	UAW	1.00	11/1/2020	21,843
PUBLIC SERVICE/ENGINEERING	6453603	BPTMANGR	PERMITS SUPERVISOR	T243SUP	1.00	11/22/2004	CONTRACT
PUBLIC SERVICE/ENGINEERING	6453603	CTYENGNR	CITY ENGINEER	T243SUP	1.00	8/16/2019	46,687
PUBLIC SERVICE/ENGINEERING	6453603	DPPBSDIR	DEPUTY PUBLIC SERVICE DIRECTOR	NB SUPV	1.00	7/1/2017	55,562
PUBLIC SERVICE/ENGINEERING	6453603	ENGTECHN	ENGINEER TECHNICIAN	T243CTP	1.00	9/4/2021	15,901
PUBLIC SERVICE/ENGINEERING	6453603	PLMINSPC	PLUMBING INSPECTOR	T243CTP	1.00	10/1/2018	28,475
PUBLIC SERVICE/ENGINEERING	6453603	TRANSENG	TRANSPORTATION ENGINEER	NB SUPV	1.00	1/1/2020	52,892
HUMAN RESOURCES	1012800	LABRELS	EMPLOYEE & LABOR RELATIONS ADM	NON BARG CTP	0.20	10/26/2021	3,314
DISTRICT COURT	7602201	COLOFFCR	COLLECTIONS OFFICER	DCT NON REPR	1.00	3/18/2021	16,077
DISTRICT COURT	7602201	COLOFFCR	COLLECTIONS OFFICER	T243 DCT	1.00	4/1/2021	16,077
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	T243 DCT	1.00	1/17/2020	16,077
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	T243 DCT	1.00	9/7/2021	10,231
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	T243 DCT	1.00	10/2/2021	7,917
DISTRICT COURT	7602201	MAGISCLK	MAGISTRATE'S CLERK	DCT NON REPR	1.00	7/12/2019	16,899
CDBG/HOME	GRANT	DEVELMGR	DEVELOPMENT MANAGER	NB SUPV	1.00	7/16/2021	46,131
CDBG	GRANT	REHABCSP	REHAB CONSTRUCTION SPECIALIST	T243CTP	1.00	8/27/2021	19,631
					<u>53.20</u>		<u>1,100,448</u>



EQUITY MATRIX & WORKFORCE DIVERSITY DASHBOARD



Andy Schor, Mayor





WHERE TO FIND THEM

[Lansingmi.gov/Equity](https://lansingmi.gov/Equity)



Andy Schor, Mayor

EQUITY MATRIX & WORKFORCE DIVERSITY DASHBOARD





EQUITY MATRIX

Provides users such as city leaders, employees, organizations and community members the ability to visualize local demographics and disparities to assist with identifying community needs



> DATA SOURCE

Data sourced from the US Census American Community Survey, the US Department of Housing and Urban Development's Community Development Block Grant (CDBG) program, and Michigan State University.

> MATRIX INDICATORS

Results are displayed according to the selected filter

RACE

INCOME

LANGUAGE

RACE+INCOME

EDUCATION

REDLINING



Andy Schor, Mayor

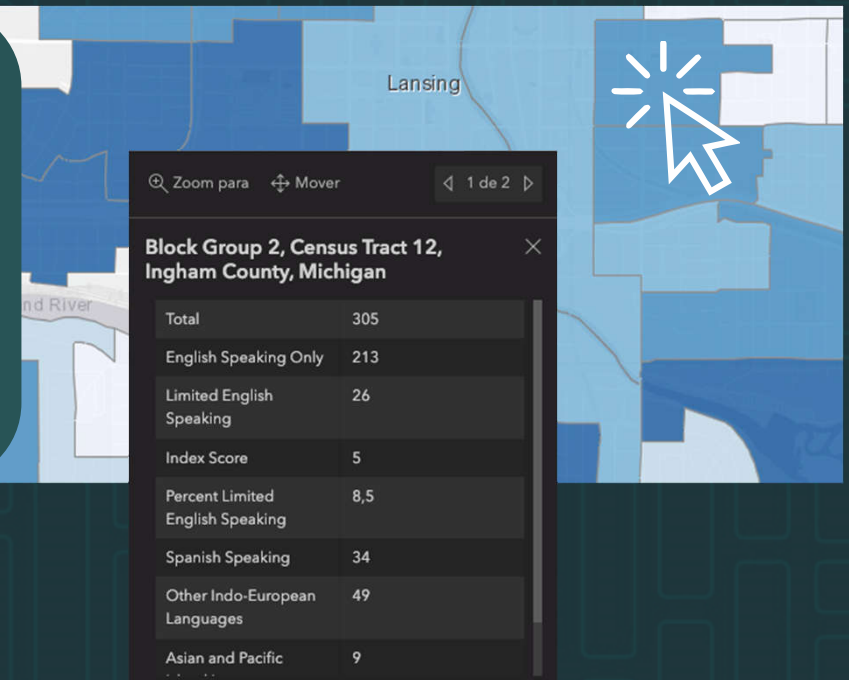
EQUITY MATRIX & WORKFORCE DIVERSITY DASHBOARD





INTERACTIVE MAP

Maps can be zoomed in or out, using a mouse. Clicking on a specific block reveals more details about that area, including total population counts.





WORKFORCE DIVERSITY DASHBOARD

Online tool that gives a snapshot view into the diversity of the City's workforce.

- Provides public accountability and transparency
- Can be utilized to monitor planning and track progress on internal staffing goals around DEI



Andy Schor, Mayor

EQUITY MATRIX & WORKFORCE DIVERSITY DASHBOARD



QUESTIONS AND FEEDBACK



Andy Schor, Mayor



Equity@lansingmi.gov

517-483-4477

EQUITY MATRIX & WORKFORCE DIVERSITY DASHBOARD

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

WHEREAS, the City of Lansing and the Teamsters Local 214 Supervisory and Non-Supervisory Units have negotiated a collective bargaining agreement (the "CBA") for the period covering January 1, 2022 through December 31, 2023, which is summarized in the Tentative Agreement Document approved by the parties ("Tentative Agreement") and which contains the changes to the prior CBA; and

WHEREAS, the Union membership ratified this agreement on March 9, 2022; and

WHEREAS, the Mayor recommends the CBA, as summarized in the Tentative Agreement, be approved;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby ratifies the Tentative Agreement of the parties for the CBA between the City of Lansing and the Union, Teamsters Local 214 Supervisory and Non-Supervisory Units for the period covering January 1, 2022 through December 31, 2023.

Approved for placement on the City Council
Agenda:

Jim Smiertka, City Attorney

Date