

AGENDA

Committee of the Whole AGENDA FOR APRIL 25, 2022 AT 5:00 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. April 11, 2022
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. PLACE ON FILE - Executive Directive 2022-01: Michigan Protection Advocacy Service, Inc. Records Request Policy
 - C. RESOLUTION - Reappointment; Anthony Mullen; At-Large Member Board of Water and Light; Term to Expire June 30, 2025
6. **Presentations:**
 - D. Departmental Budgets: (If materials were provided by the department they are available in the online packet)
 - District Court
 - Neighborhoods, Arts and Citizen Engagement
 - Human Resources
 - Public Service
 - Parks & Recreation
 - Human Relations & Community Services
 - Police
7. **Discussion/Action:**
 - E. RESOLUTION - Ballot Proposal; Act-2-2022, Sale of a portion of North Cemetery
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, April 13, 2022 @ 5:00 p.m.

Tony Benavides Lansing City Council Chambers

CALL TO ORDER

Council Vice President Hussain called the meeting to order at 5:00 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

Sherrie Boak, Council Office Manager
Jim Smiertka, OCA
Lisa Hagen, OCA
Eric Brewer, Internal Auditor
Mark Lawrence, Mayor Office
Jake Brower, Finance
Desiree Kirkland, Finance
Chris Mumby, IT
Brian McGrain, EDP
Interim Fire Chief Mike Tobin
Jane Bias DiSessa, Deputy Mayor
Barb Kimmel, EDP
Lucianna Solis, Mayor's Office
Doris Witherspoon, HRCS
DeLisa Fontaine, NCE

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MARCH 28, 2022 AS PRESENTED. MOTION CARRIED 8-0.

Public Comment

No public present at this time.

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Presentations/Discussion/Action:

PRESENTATION – Proposed Budget FY2022/2023 General Overview (Fees, Revenues, Fringe)

Mr. Brower went through the presentation in the packet, highlighting budget assumptions, general fund sources and State revenues.

Due to volume/sound issues with viewing off site, the meeting recessed at 5:06 p.m. for City TV to work on the issue. Meeting was called back to order at 5:07 p.m.

Mr. Brower continued with his presentation picking up with State revenues, revenue sharing, property tax changes, and income taxes.

Council Member Spitzley asked for clarification on the \$350,000 in the report for marihuana reimbursement. Mr. Brower confirmed they budgeted for \$350,000, but once receiving word recently that the City got \$900,000, they included the difference in the budget amendment which appears later on the agenda, incorporating it in the current fiscal year.

Council Member Spitzley asked about the \$70 million on rental assistance, and asked what the time frame was. Mr. Brower clarified it was March 2020 from the State of Michigan, and the HRCS is directly administering the funds.

Mr. Brower moved onto the fringe benefits slide in the packet, and an update on the 311 service, which includes public service, taxes, neighborhoods and citizen engagement. In the future it will include the City Clerk and Assessing services also. Mr. Brower spoke briefly on fees changes and the departments that have increases; noted infrastructure highlights, CIP, and federal overall infrastructure funds.

Council Member Garza asked about the \$1.845 million on local street repairs, and asked if there will be more funds from ARPA. Mr. Brower stated ARPA cannot be used for street repairs, but they have been actively working on other grant funding for street repairs.

Mr. Brower took the presentation to staffing changes in the budget including a mechanical inspector, grant administrator, accountant, HR Deputy Director, hiring specialist, health and wellness specialist. Council Member Spitzley asked if Mr. Brower is still the budget director, and if Ms. Kirkland is the Treasurer and Finance Director. Ms. Kirkland confirmed

Council Member Wood asked about the income tax projection increase of \$500,000 to \$37 million, which is an \$8.3 million increase from the adopted budget; asking if the sustainability of the increase is something to bank on as moving forward. Mr. Brower outlined their projection factors and impact of remote work, and confirmed it is sustainable. Council Member Wood asked if they have done research with the larger employers and their remote work. Ms. Kirkland confirmed they did do a trend analysis and took all those into consideration. Council Member Wood then inquired on the fire protection grant, and the reduction of \$500,000. Mr. Brower that is the impact of what received over the current fiscal year. Council Member Wood asked about the marihuana funding distribution, and potential of more funds. Mr. Brower acknowledged there could be additional funding. Council Member Wood asked if the budget presented, what amount is using ARPA funds, and is there any amount being used from the reserve funds. Mr. Brower explained the budget proposed \$9.5 million ARPA in the budget, and there are no funds in FY 2022/2023, but there are some fund balances reserves in the budget amendment later on the agenda, would bring down towards 12%. (\$11.7 million).

Council Member Jackson asked if there will more presentations on the specifics by the departments. Mr. Brower confirmed.

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RESOLUTION – Set Public Hearing; Budget FY 2022/2023

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR THE FY2022/2023 BUDGET FOR MAY 9, 2022. MOTION CARRIED 8-0.

PRESENTATION – CDBG 5 Year Plan 2022-2026 and Annual Acton Plan 2022-2023

Council Member Jackson stepped away from the meeting at 5:38 p.m.

Council President Hussain outlined the CDBG and HUD plans and the process for approval.

Ms. Witherspoon provided a brief overview, and noted they do not have the final allocations, but they are planning over \$2 million including activities, rehab, economic development, and HOME dollars,

Council Member Jackson returned to the meeting at 5:42 p.m.

Ms. Witherspoon confirmed there were public input meetings.

Council Member Wood asked if 5 year plan has to be passed the same time as the CDBG budget. Ms. Witherspoon confirmed it is in the process to approve at the same time.

Council Member Jackson asked how many people made comments during the public input. Ms. Witherspoon noted there were meetings held in each ward, special population meetings, and had a survey in which there were 137 comments. During the public input meetings there were an average of 5-6 comments from the residents.

RESOLUTION – Set Public Hearing; CDBG 5-Year Plan and Annual Action Plan

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR THE CDBG 5 YEAR PLAN AND ANNUAL ACTION PLAN FOR APRIL 25, 2022. MOTION CARRIED 8-0.

PRESENTATIONS

Council President Hussain went through the process for the budget season, noting that there were five (5) questions each department was asked to answer, and any presentations or reports were asked to be submitted ahead of time and were included in the packets. No presentations would be shown on the TV.

Information Technology

Mr. Mumby confirmed the proposed budget is \$68,000 more from last year, there are no changes in services, there are no rate or fee changes, there will be \$235,000 for laptop and computer changes, and lastly there are no position changes.

Council Member Wood asked about the department calculations, how they calculate per department. Mr. Mumby explained all expenses are paid by other departments. IT will take the budget and remove the specifics to certain departments, then the remaining balance is split in half, charged to the department by employees with computer logins and then charged per devices.

Council Member Wood asked if IT is responsible for the new 311 service. Mr. Mumby stated they did assist it launching it, but the funds are from the parking ramp proceeds and support is in Neighborhood Arts and Citizen Engagement. IT will only provide tech support.

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Economic Development & Planning

Mr. McGrain noted for the Committee that most line items were unchanged, but there is a LEPFA increase in the General Fund, and a reduced debt service in parking. He then noted the big changes are in positions where they will hire a mechanical inspector and another code enforcement officer. Regarding the LEDC, with the recent changes from leaving LEAP; that staff will report directly to this department and their Board. Regarding the other questions, Mr. McGrain confirmed there are no services changes, no rate or fee increases proposed, there is software conversation planned, and they have not proposed contracted services.

Council Member Spitzley inquired for more information on the increase of LEPFA subsidy. Mr. McGrain confirmed there is an increase, but LEPFA would be better to speak to that during their budget presentation. Mr. Brower added it is \$600,000, which is the difference between operation expenditures and operating revenues.

Council Member Spitzley asked for a clear definition of the LEDC role within EDP. Mr. McGrain confirmed that LEPFA and LEDC went through this department in the past, so there are no fund changes. Instead of a contract between the City and LEAP and then a contract with LEAP and LEDC, the LEDC will now be self-supporting directly with the City. Mr. Dorshimer will be the lead and LEDC answer to their LEDC Board, which are members appointed by the City Council.

Council President Hussain noted there is \$300,000 and Council Member Spitzley asked about the noted \$100,000 from ARPA and Council President Hussain confirmed.

Council Member Wood asked how they were going to cover the new mechanical inspector and code officer without changing the fees. Mr. McGrain stated that Code is a general fund allocation and will pay for itself. The mechanical inspector position will be covered because the work load for that position has increased, and there are permit fees to cover those inspections.

Council Member Wood asked how much parking reserve fund had to be utilized in the current fiscal year. Mr. Brower referenced page 23 of the budget book, noting last year, operating \$5 million operating deficit for the current fiscal year, and they are projected to use \$5 million ARPA to support the parking fund. In the next year for revenue recoveries, the operating deficit will be at \$1 million. Council Member Wood asked how they were making the revenues, and Mr. McGrain stated they do anticipate State and downtown workers coming back. Council Member Wood questioned the \$700,000 spent for artistic lights on the outside of the N. Capital Ramp, and Mr. McGrain explained that was designed and forecasted in 2019.

Council President Hussain asked for the number of code officers, and was told 11 code and 4 premise inspectors. He was then asked if they are considering shrinking districts or reducing rentals per inspector since they will be adding another inspector, and Mr. McGrain admitted they are looking at both models

Council Member Wood asked for the number of anticipated retirements this year.

Council Member Brown stepped away from the meeting at 6:06 p.m.

Mr. McGrain admitted there is an inspector eligible to retire, but they have also gained new employees so it is hard to tell what he turn over will be.

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Council Member Garza asked if code is fully staffed, and Mr. McGrain clarified that there is one employee out, but there is an out of class premise officer in that position until the code officer comes back.

Fire

Council Member Garza stepped away from the meeting at 6:07 p.m.

Interim Chief Tobin noted their budget does have a \$1 million increase, with the majority in personnel bringing it into alignment over the last couple years.

Council Member Garza returned to the meeting at 6:08 p.m.

He continued noting there are no changes in services or rate increases; admitted they did look at an increase for ambulance charges but did not follow through on that, noting that they have not received a Medicare increase in 20 years. For equipment purchases, Council will see that under Public Service in the Fleet line item. Other equipment costs have flattened in turnout gear, and EMS gear.

Council Member Brown returned to the meeting at 6:09 p.m.

Council Member Wood asked if there are any major equipment items the Fire Department is wanting. Interim Chief Tobin stated there are 2 new ambulances, and funding to re-chaise which is a savings of \$100,000. The last ambulance that was purchased was in 2020 and to order the same model and same features it went from \$217,000 to \$281,000. A fire truck purchase 2 years ago was \$500,000, and now even to downsize it is \$620,000. Chief Tobin also noted that turn around on an ambulance is 14-16 months and a fire truck 22-30 months.

Council Member Wood asked about the collection rate on their services was told 30-31%, admitting ambulance billing is troublesome.

Council Member Spitzley stepped away from the meeting at 6:15 p.m. and returned at 6:16 p.m.

Interim Chief Tobin admitted he understood peoples' concerns on the billing, however the last thing they want is someone not to call 911 because time is critical.

Council Member Spitzley asked the Chief if there were any structure needs or repairs. Interim Chief Tobin confirmed there is nothing in the current proposed budget, it is specific to turn out gear and EMS, however they are currently working through the Administration to improve and replace for operational needs to accommodate the size of the vehicles. Council President Hussain asked about the status and future of the station at Pleasant Grove, and Interim Chief confirmed they are looking at it to determine what needs to be done and if they can consider co-locating somewhere.

Council Member Garza asked for any impacts that the new McLaren location has caused them, and Interim Chief Tobin confirmed it has increased calls by 11 minutes, and 15-20% increase of miles on vehicles, which increase wear and tear and fuel. Council Member Garza asked if they would consider a new fire station near McLaren, and he was told that having it closer to the hospital does not help the patients; it just puts the calls further away from the patient.

Council Member Wood made a statement that if the station at Pleasant Grove was proposed to be sold the resident would be upset.

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City Council & Internal Auditor

Mr. Brewer confirmed there was an increase in Council and auditor budget in the miscellaneous operating. There are no changes in services, no fee increases and no major purchases. Council Member Spadafore explained the increase added was to address repairs that need to be done to the 10th floor and building maintenance now allocating funds to Council to repair the water damage from the roof.

Mr. Brewer added that the Internal Auditor position is a contracted position.

Council Member Wood asked the Administration to prepare details on the new 311 service; breaking out what each department is charged and what that service does for each department.

City Attorney

Mr. Smiertka first noted there is an additional \$70,000 for a part time position person to help with District Court prosecution. The office will also have a software change to a case management system to integrate evidence and process FOIA. In addition to changes in the budget the OCA is now fully engaged with BWL and they have continued the utilization of a Deputy City Attorney/City Council Liaison, but still have two vacancies.

Council Member Wood noted the budget book on page 28 says the proposed budget will include an assistant City Attorney/City Council Legal Assistant, but that positions has already been done. Mr. Smiertka stated this is new for a full year.

Council Member wood asked if the cost of insurance and bonds in the OCA budget covered the boards/commissions she has inquired about in the past. Mr. Smiertka stated this is legal costs across all departments. She then asked if the liability coverage for the boards and commissions falls under the policy. Mr. Smiertka explained the City is a member of the Michigan Municipal Risk Management Association (MMRMA) under statute, and the indemnification includes advisory boards, the only issue is if the \$1million deductible covers the boards. He then referenced a budget policies he referred to council for them to consider adding to the budget policies to cover the advisory boards. Council Member Wood reiterated her concerns to OCA about boards that make decisions needing to be covered under that budget policy.

Finance Department

Ms. Kirkland started with Treasury noting the combination of Treasurer and Finance Director, and the change to convert a part time Customer Service Representative to full time. There are no rate increases, no equipment purchases, and the only contracted employees are seasonal staff for income tax.

Regarding the Finance Department, there is an increase of \$80,000 for an accountant position, there are no service changes, no fee increases, no equipment purchases and the only contact position is for one individual for audit findings and bank reconciliations. Council Member Spitzley asked how long the contact has been, and Ms. Kirkland acknowledged it was last year during the audit. Council Member Spitzley acknowledged the effort of the staff since that was part of two of the audit findings.

Council Member Spadafore asked where things stood with electronic filing of income taxes. Ms. Kirkland explained that they had hoped to add from the last year's Easy form, but ran into program snags, and so hope to be on track in 2023 for the 2022 tax season.

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RESOLUTION Budget Amendment FY 2021/2022

Mr. Brower noted the income tax was an uncertainty in the development of the budget process, but when it was finished it did not materialize as bad as they thought. There is a \$7.8 million increase in income tax, and they have received \$550,000 from the State on the recreational marihuana, and the amendment also includes a school election reimbursement of \$150,000. The overall return on equity on sewer fund, which was discontinued in the past years, is back to the general fund, taking the revenue loss included in the adopted budget to sustain it and by using reserves to spread-out Federal funds over the next fiscal years.

Council Member Spitzley asked why if where not using the \$18-19 million in ARPA, and spreading it out, what that time frame is, and why. Mr. Brower stated they have until 12/2024 to allocate and by 12/2026 spend so they have decided to spend the \$19 million over 3 years. Council Member Spitzley asked if they plan to use it for a budget deficit or anything else. Mr. Brower said the funds support government services for revenue loss, and for 2020-2021 they recognized \$30 million available to be claimed.

Council Member Spadafore asked what rationale they used for backing out ARPA funds that have line items and restrictions if they can use it in the General Fund. Mr. Brower noted they could use, but the benefit in the last year was maximized, using dollars for staffing and that resulted in operational savings. Council Member Spadafore asked if the 12.5% is all general fund, and Mr. Brower confirmed.

Council Member Wood asked if the City has received all the ARPA funds, and Mr. Brower stated the City got \$24.9 million, and expect to get the other in August, 2022. Council Member Wood asked if the funds received are being invested or sitting in an account and Mr. Brower confirmed they are invested and the US Treasury will not claim the interest, so it will be applied to the City. Council Member Wood asked if the resolution is approved was there a mechanism that has to come back to Council, so they approve where those funds go. Mr. Brower said the benefit to the resolution is that all appropriations are locked up to pay for services, however with the second ARPA amount they will be providing a spending plan and appropriation amounts.

Council Member Wood stated her frustration with no payments to first responders yet, and noted she would not approve a resolution if those first responders are still waiting. Mr. Brower assured the Committee that the Administration is close and getting a list of employees from the unions on who can receive the funds, but they want to make sure the union has input on how the funds are administered. Council Member Wood suggested adding a clause to the resolution that the funds to the first responders would have to be taken care of within 30 days. Mr. Brower could not confirm that would be possible without speaking to the labor negotiator. Council Member Wood asked for an answer by the Council meeting. Mr. Brower stated he hoped for August. Council Member Spitzley concurred with Council Member Wood stating she would not vote for the budget amendment resolution, and is concerned there are millions of dollars that could be released but they are not able to confirm what or when. Ms. Kirkland assured the Committee that they have every intent of utilizing the funding they are just waiting on the list from the unions.

Council Member Garza asked what the City saved in the Work Share, and Mr. Brower stated it was \$500,000 net benefit to the fund reserve and they are using in this amendment. Again he reiterated they are hoping to get premium pay out ASAP.

Council Member Spitzley asked how much the front line workers received in 2020, and was told \$1,000. She voiced her concern that it is now April, 2022 and the administration keeps saying they can't disburse because they are talking negotiations, yet some of those front line

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workers from 2020 have now left. She continued with her concern that the Administration is proposing spending ARPA funds on other things immediately, but they cannot agree how to pay front line workers that should have been a priority. Mr. Brower explained that the premium pay through ARPA is not part of the bargaining agreements. They received notice in August 2021, but did not get the rules on disbursement until March 2022, and they have no intention of holding any funds back.

Council Member Wood made a statement that there were employees who have now retired, but during the pandemic risked their lives and now since the Administration continues to delay, they will not get the pay they deserve.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE BUDGET AMENDMENT FOR FY2021/2022.

Council Member Wood noted that if the answers to the questions were not provided at the Council meeting she would make a motion to table or deny.

MOTION CARRIED 6-2.

RESOLUTION – Setting Public Hearing; Fourth Amendment for the Lease Agreement with Lansing Shuffleboard LLC 325 Riverfront

Council President Hussain stated there would be a presentation at the Council meeting.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR APRIL 25, 2022. MOTION CARRIED 8-0.

RESOLUTION – Rejection of Elected Officers Compensation Commission Recommendation for the Mayor

Council President Hussain outlined the Commissions charge and process they take in their recommendations, and noted their determination is 5% increase for the City Clerk through 2023, 3% increase for the Mayor through 2023 and a \$1,000 bonus.

Council Member Jackson noted that the Charter speaks to the Commission so that Council does not determine their raises, benefits or the other elected officials. Part of that process is for them to review and do comparisons of other similar communities.

Council Member Spadafore asked where it was noted the \$1,000 bonus in the determination. Council President Hussain corrected his earlier statement, noting there is no bonus.

Council Member Wood voiced her concern that there a number of vacant positions in the City, and Council is being told they are not be able to attract employees because of the pay rate; therefore these funds could be used to increase the pay scale on those open positions. She concluded that these are elected positions, and as an elected public servant herself, they do not come into this position for the pay rate. Council Member Spadafore concurred with the statement on the challenge of filling positions, and would have liked to see a recommendation consistent with the percentage that was offered to the unions in their contract ratifications.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO REJECT THE ELECTED OFFICERS COMPENSATION COMMISSION RECOMMENDATION FOR THE MAYOR. MOTION CARRIED 6-2.

RESOLUTION – Rejection of Elected Officers Compensation Commission Recommendation for the City Clerk

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MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO REJECT THE ELECTED OFFICERS COMPENSATION COMMISSION RECOMMENDATION FOR THE CITY CLERK. MOTION FAILS 5-3.

PLACE ON FILE – Executive Order 2022-01; Renaming the Department of Neighborhoods and Citizen Engagement to Department of Neighborhoods, Arts and Citizen Engagement.
Ms. Fontaine briefly spoke on the name change.

MOTION BY COUNCIL MEMBER WOOD TO PLACE EXECUTIVE ORDER 2022-01 ON FILE. MOTION CARRIED 8-0.

Adjourn

The meeting adjourned at: 7:16 p.m.

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

Andy Schor
Mayor



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OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

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

RE: EXECUTIVE DIRECTIVE: MICHIGAN PROTECTION ADVOCACY SERVICE, INC. RECORDS REQUESTS POLICY – 2022-01

The City of Lansing entered into a consent decree on January 31, 2020, with Michigan Protection Advocacy Service, Inc., ("MPAS"), agreeing to put a policy in place regarding how to handle record request from MPAS.

Executive Directive 2022-01

Acting under Section 4-102.1, of Article 4 of the City of Lansing City Charter, I direct the attached policy be put in place effective immediately.



Andy Schor
Mayor

MAR 8'22 1PMCLERK



Andy Schor, Mayor

Policy 57

City of Lansing Process for Records Requests from Michigan Protection and Advocacy Service, Inc.

The following policy establishes the procedures to be followed regarding receiving a request for records from the **Michigan Protection and Advocacy Service, Inc.** ("MPAS"):

Pursuant to Protection and Advocacy or Individuals with Mental Illness Act of 1986 (PAIMI Act), 42 U.S.C. §§ 10807-10827; the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act), 42 U.S.C. §§ 15041-15045; the Protection and Advocacy of Individual Rights Program of the Rehabilitation Act of 1973 (PAIR Act), as amended, 29 U.S.C. § 794e, 42 U.S.C. § 1983 and the attached Consent Decree entered in United States Western District of Michigan Case no. 1:20-cv-00030, all requests for records, video, etc., from MPAS shall be directed to the City Attorney. MPAS has been appointed by the State of Michigan to investigate pursuant to the aforementioned statutes.

Requests from MPAS shall not be handled as an information request pursuant to the Freedom of Information Act (FOIA).

If you receive any requests from MPAS, please forward to the Office of the City Attorney **immediately**, as there is a limited amount of time to respond.

In summation:

- If you receive a records request from **Michigan Protection and Advocacy Service, Inc.**, please get to the City Attorney immediately.
- If you have questions, please contact the Office of the City Attorney at (517) 483-4320 or CityAtty@lansingmi.gov

Issued: 02/11/20

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION**

MICHIGAN PROTECTION AND
ADVOCACY SERVICE, INC.,

Case No. 1:20-cv-00030

Plaintiff,

Hon. Paul L. Maloney

v.

CITY OF LANSING,

Defendant.

Simon Zagata (P83162)
Michigan Protection and Advocacy Service,
Inc.
Attorney for Plaintiff
4095 Legacy Parkway, Suite 500
Lansing, Michigan 48911
(517) 487-1755

James D. Smiertka (P20608)
F. Joseph Abood (P42307)
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STIPULATION FOR ENTRY OF CONSENT DECREE

WHEREAS, Plaintiff, Michigan Protection and Advocacy Service, Inc. (hereinafter “MPAS”), has been designated as the State of Michigan’s protection and advocacy system and is authorized to investigate allegations of abuse and neglect of persons with disabilities; and

WHEREAS, MPAS has determined it has probable cause to open an investigation into allegations and/or abuse relative to the death of a patient receiving inpatient psychiatric treatment at Sparrow Hospital in Lansing, Michigan; and

WHEREAS, MPAS has filed the present litigation, seeking records related to its investigation of the patient death; and

WHEREAS, the City of Lansing Police Department was called to the scene of the death of the above-stated patient by Sparrow Hospital and is in possession of body-cam footage relative to that call; and

WHEREAS, the City of Lansing Police Department are not medical experts and do not investigate medical deaths that occur inside of a hospital when there is no evidence of a crime; and

WHEREAS, pursuant to MCL 52.202, the County Medical Examiner shall investigate the cause and manner of death of an individual if the “death is unexpected,” which this death appears to be; and

WHEREAS, the City of Lansing Police Department initially provided the requested video to MPAS pursuant to the Freedom of Information Act (FOIA) with both Law Enforcement Information Network (LEIN) information and personal health information (PHI) redacted out; and

WHEREAS, the City of Lansing and MPAS (hereinafter “parties”) agree that the LEIN information that was captured on the body-cam footage in this case is not relevant to the MPAS investigation; and

WHEREAS, the parties agree that the PHI that was redacted may be potentially relevant to the MPAS investigation; and

WHEREAS, the parties do not agree as to the applicability, in this case, of Protection and Advocacy of Individuals with Mental Illness Act of 1986 (PAIMI Act), 42 U.S.C. §§ 10807-10827; the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act), 42 U.S.C. §§ 15041-15045; the Protection and Advocacy of Individual Rights Program of the Rehabilitation Act of 1973 (PAIR Act), as amended, 29 U.S.C. § 794e, and 42 U.S.C. § 1983 to the Lansing Police Department ; and

WHEREAS, the parties agree that it is in each party's best interest to resolve the reasonably disputed claims without further litigation; and

WHEREAS, the parties agree that the terms of this Stipulation, the proposed Consent Decree, embody the entire agreement among the parties over this matter, and there are no other terms, promises, warranties, or representations between or among the parties as identified, whether expressed, implied, written, or oral, pertaining to the subject matter of the proposed Consent Decree:

1. The City of Lansing will provide copies of the body-cam footage that was requested by MPAS, with only the LEIN information redacted, directly to MPAS;
2. MPAS will voluntarily dismiss with prejudice the currently pending federal lawsuit, Case No. 1:20-cv-00030, within 7-days of the receipt of the body-cam footage;
3. The parties agree that an answer is not required in this matter and that MPAS will not move the Court for an order of default;
4. In order to facilitate future requests made by MPAS to the City of Lansing, the following procedure is agreed to:

- a. MPAS will submit any and all requests for information directly to the Office of the City Attorney;
 - b. Any request for information will state under what statutory authority the information is sought and will provide sufficient details to identify responsive records (e.g., when the interaction with the City of Lansing occurred, what types of records are sought, and other identifying information including name and date of birth, if available);
 - c. The Office of the City Attorney will review and evaluate all MPAS requests for information for applicability of the above-stated statutes;
 - d. If there are concerns about the applicability of the law cited, the Office of the City Attorney will contact MPAS promptly to obtain further explanation;
 - e. The Office of the City Attorney will work to meet any deadlines stated in the request, however, if it is determined that the requested information will take longer to identify or compile, the Office of the City Attorney will contact MPAS and provide an estimated date of completion. This does not affect the applicability of any relevant statutory deadlines;
5. MPAS agrees to release, indemnify and hold harmless the City of Lansing against all claims that may come from its release of PHI to MPAS;
 6. The City of Lansing agrees to reimburse MPAS in the amount of \$462.56, for the cost of the filing and service of this litigation;
 7. The parties agree to waive any legal or equitable remedies that may have been or are currently available to each, including but not limited to any claim for attorney fees relating to the subject incident; and

8. By entering into and complying with this stipulated Consent Decree, no party makes any admission of fault or liability, or any concession as to the merits of the opposing party's claims or defenses.

NOW, THEREFORE the undersigned parties, by and through their respective counsel of record, hereby stipulate and agree to entry as an order of this Court the attached Consent Decree.

SO ORDERED, ADJUDGED, AND DECREED this 31st day of
January, 2020.

/s/ Paul L. Maloney
U.S. District Judge

Agreed as to form and substance,

Dated: January 30, 2020

By: /s/ Heather E. Sumner
James D. Smiertka (P20608)
F. Joseph Abood (P42307)
Heather E. Sumner (P77553)
Attorneys for Defendant
124 W. Michigan Ave., 5th Floor
Lansing, MI 48933
(517) 483-4320

Dated: January 30, 2020

By: /s/ Simon Zagata
Simon Zagata (P83162)
Michigan Protection and Advocacy Service,
Inc.
Attorney for Plaintiff
4095 Legacy Parkway, Suite 500
Lansing, Michigan 48911
(517) 487-1755

From: noreply@civicplus.com
To: [Hetke, Veronica](#); [Mayor Intern](#)
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission
Date: Monday, May 10, 2021 10:34:45 AM

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission or Committee.

Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

(Section Break)

Date	5/3/2021
First Name	Anthony
Middle	H
Last Name	Mullen
Other name(s) by which you have been known, including maiden names	Anthony H Mullen
Date of Birth	
Address	3812 Churchill Ave
City	LANSING
State	MI

Zip Code	48911
Email	a.h.mullen@gmail.com
Gender	<i>Field not completed.</i>
Find my ward:	Lansing Neighborhoods Ward Map
Ward	3
Precinct	<i>Field not completed.</i>
Best phone number to contact you	5178813145
Last 4 digits of social security number	■■■■
In what year did you move to Lansing?	1993
Additional information regarding experience and credentials	Nine years member of LBWL board of Commissioners
Occupational Background	Collections
Educational Background	BA in Political Science
Previous Appointments	<i>Field not completed.</i>
Current Appointments	<i>Field not completed.</i>
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Board of Water and Light
Second choice of a board to serve on	<i>Field not completed.</i>
Third choice of a board to serve on	<i>Field not completed.</i>
Fourth choice of a board to serve on	<i>Field not completed.</i>

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission	I would like to give back to the city.
--	--

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office	I have multiple years experience as a Board member.
--	---

Background Check Authorization	I agree
--------------------------------	---------

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge	Anthony H Mullen
--	------------------

Date & Time	5/10/2021 10:30 AM
-------------	--------------------

Email not displaying correctly? [View it in your browser.](#)

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

WHEREAS, the Mayor has made the reappointment of Anthony Mullen as an At-Large member of the Board of Water and Light for a term to expire June 30, 2025; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee of the Whole met on April 25, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointment of Anthony Mullen as an At-Large member of the Board of Water and Light for a term to expire June 30, 2025.

FY 2022/2023 Budget Hearing Schedule

*Updated

Beginning the last Monday in March and continuing per the schedule below, until the adoption of the Budget, City Council will convene to discuss the budget in regularly scheduled Committee of the Whole meetings. The meetings below also reflect consideration and passage of the CDBG Budget.

March 28, 2022 Monday CITY COUNCIL Meeting

- Mayor Presents Budget

April 11, 2022, Monday 5:00 p.m. - Committee of the Whole Meeting-

- Budget-General Overview (Fees, Revenues, Fringe)
- CDBG Budget Presentation
- Set Public Hearing for CDBG Budget for April 25, 2022
- Set Public Hearing for FY2022/2023 Budget for May 9, 2022
- Department Budget Presentations
 - Information Technology
 - Economic Development & Planning
 - Fire
 - City Council & Internal Auditor
 - City Attorney
 - Finance Department

April 11, 2022, Monday CITY COUNCIL Meeting

- Resolution to Set the Public Hearing for CDBG Budget for April 25, 2022
- Resolution to Set the Public Hearing for FY2022/2023 Budget for May 9, 2022

April 25, 2022, Monday 5:00 p.m. - Committee of the Whole Meeting

- Department Budget Presentations
 - District Court-
 - Neighborhoods & Citizen Engagement
 - Human Resources
 - Public Service
 - Parks & Recreation
 - Human Relations & Community Services
 - Police

April 25, 2022, Monday CITY COUNCIL Meeting

- Public Hearing – CDBG Budget

May 9, 2022, Monday 5:00 p.m. - Committee of the Whole Meeting

- CDBG Budget Adoption
- Department Budget Presentations
 - Downtown Lansing Inc.
 - Assessing
 - LEPFA
 - LEDC
 - Mayor and Community Media
 - City Clerk

May 9, 2022, Monday CITY COUNCIL Meeting

- Resolution – CDBG Budget Adoption
- Public Hearing – FY2022/2023 Budget

***May 10, 2022, 5:30 p.m. Tuesday SPECIAL Committee of the Whole Meeting**

Neighborhood Meeting – Foster Community Center

May 16, 2022, 5:00 p.m. Monday Committee of the Whole Meeting

- Union Representation
- Budget Review
- Budget Policies
- Budget Wrap Up
- City of Lansing Budget Adoption

May 16, 2022, Monday CITY COUNCIL Meeting

- City of Lansing Budget Adoption (Per Charter: Third Monday in May)

****This schedule is subject to change.**

All changes will be posted here as well as reflected on the corresponding Committee of the Whole Agenda for each date

FY2022/2023 Budget Department Presentations

For the budget presentations Council is providing up to 15 minutes, including Q & A to each department. During that time please respond to the following questions:

1. What is the difference with your budget from current fiscal year to the proposed budget?
2. Are there any changes in services that your department is responsible for and if so why?
3. Are there any rate or fee increases and if so why?
4. Are there any major equipment purchases proposed in your budget?
5. Are there any eliminating, combining or contracting of positions in your budget, and if so provide specifics.

No annual reports will be presented during this time.

However if you have an annual report you wish for Council to have, please provide it to the Council offices by noon the Friday before your Monday presentation and it will be provided to Council at that time.

These annual reports will NOT be discussed during your 15 minutes.

54-A District Court & Probation

Description

The mission of the 54-A District Court is to provide access to trial court services for all persons as needed, employing available resources and working in partnership with the community to afford efficient and courteous service. This mission is carried out through efficient case flow management from pre-adjudication to post-adjudication; conducting arraignments, preliminary felony exams, trials, sentencing, and probation; including operating full service divisions (Traffic, Civil, Criminal, and Probation).

The District Court handles four types of cases: (1) Criminal (misdemeanors and felonies reduced to misdemeanors); (2) Civil (small claims jurisdiction up to \$6,000, general civil jurisdiction up to \$25,000, and landlord-tenant disputes); (3) traffic violations (formal and informal hearings); and (4) City Ordinance violations.

For the majority of its cases, the District Court works with the Ingham County Prosecutor's Office, the Office of the City Attorney, and the Lansing Police Department. Additional support services provided by City of Lansing staff include finance, budgeting, personnel, information technology, operational services, and building maintenance.

The District Court fund and budget are self-contained operations. The District Court budget expenditure and the Court-related revenue are accounted for in a separate fund during the fiscal year, and then both expenditures and revenues are returned to the General Fund at June 30. This accounting convention effectively makes the Court a General Fund agency, with special budget considerations attached to its status as the judicial branch of government.

54-A District Court & Probation

Fiscal Year July 1, 2022 - June 30, 2023

Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	2,767,041	3,111,601	3,111,601	3,316,804	6.6%
Retirement/Fixed Benefits	2,013,749	2,024,425	2,024,425	1,512,375	-25.3%
Total Personnel	4,780,790	5,136,026	5,136,026	4,829,179	-6.0%
Operating					
Department Operations	601,773	742,818	742,818	745,252	0.3%
Information Technology Charge	379,434	451,015	451,015	410,207	-9.0%
Total Operating	981,207	1,193,833	1,193,833	1,155,459	-3.2%
Total Expenditures	5,761,997	6,329,859	6,329,859	5,984,638	-5.5%

Budgetary Explanation

No significant operation changes are budgeted directly in the 54-A District Court budget for FY 2023.

Circuit Court Building Rental

Fiscal Year July 1, 2022 - June 30, 2023

Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Operating					
Veteran's Memorial Building	283,735	285,000	325,500	336,693	18.1%
Total Expenditures	283,735	285,000	325,500	336,693	18.1%

Budgetary Explanation

By State law, the City is obligated to provide a facility for the Circuit Court, which is operated by Ingham County. The above is the City's share in operational costs of the Veteran's Memorial Building.

Neighborhood and Citizen Engagement

General Fund Description

The Department is designed to Engage Citizens, Advance People and Build Neighborhoods. The department continues the development and growth of SERVE Lansing, a citywide plan to engage citizens in community service. The department facilitates the Neighborhood Grant Program which directly funds neighborhood projects with Civic Organizations. The department will continue to deliver the successful Citizens Academy program launched in 2018. The department serves as the key liaison to the Lansing School District, Capital Area Housing Partnership and Capital Area Michigan Works. The department will focus on increasing cross-department communication and coordination of services to neighborhoods.

Events throughout the year will include the LOVE Lansing celebration, Neighborhoods in Bloom neighborhood beautification program, Walking Wednesday events in Lansing neighborhoods between April and October, numerous neighborhood clean-up events, coordination with community partners for neighborhood improvements in several Lansing neighborhoods, publication of the bi-weekly Lansing Neighborhood News, and organizing the quarterly Housing and Neighborhood Resource Summits.

It oversees the Office of Financial Empowerment, focused on economic development at the individual and household level through its four key programs: Lansing SAVE, Financial Empowerment Center, Bank On Lansing, and Offender Success. OFE also pilots innovative new initiatives by securing private funds.

The department also oversees the 311 Call Center. City of Lansing 311 is a wrap-around customer service model being deployed to help residents and departments of the City of Lansing. This customer service-based model is focused on providing a variety of services in a single point of contact whenever possible.

City 311 Service

City of Lansing 311 is a wrap-around customer service model being deployed to help residents and departments of the City of Lansing. This customer service-based model is focused on providing a variety of services in a single point of contact whenever possible. Minimizing confusion and frustration for residents who need to access city services is our highest priority. Residents can get help with a variety of City services in a single interaction by cross trained agents. When necessary 311 has a hand off process to involve departments if residents need further assistance.

Active Services Today:

Currently the 311-call center has adopted the phone interactions from Public Service, Tax and Treasury, and Neighborhoods, Arts and Citizen Engagement. Soon City Clerk and Assessors office will be onboarding as well. Callers can report an issue and Agents are able to directly create Service Requests for City workers to follow up on. 311 has also adopted the City of Lansing's main line and is fielding general questions from that phone line as well.

Intended Scope of Services when Fully Activated:

The intended scope of the 311 model once fully activated is a full-service single point of contact resource for both internal and external customers. 311 interactions once fully implemented can be over the phone, face-to-face or over email/chat. Residents who need services from the city or have general questions will be able to have their questions addressed with a focus on friendly customer service. Agents will be able to be a resource for in-depth needs of City residents including setting up services, troubleshooting service issues, scheduling inspections, reporting issues, and addressing general questions.

Neighborhood and Citizen Engagement

Fiscal Year July 1, 2022 - June 30, 2023

Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
<u>Neighborhoods and Citizen Engagement</u>					
Neighborhoods and Citizen Engagement	1,081,285	1,232,199	1,332,199	1,206,296	-2.1%
City 311 Internal Service Fund	-	-	-	1,006,337	
Total Expenditures	1,081,285	1,232,199	1,332,199	2,212,633	79.6%

Budgetary Explanation

Information for the Neighborhood and Citizen Engagement Department's funds is provided in the following pages.

Neighborhood and Citizen Engagement

Fiscal Year July 1, 2022 - June 30, 2023

General Fund Department

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	349,349	457,757	457,757	551,103	20.4%
Retirement/Fixed Benefits	261,622	283,433	283,433	238,994	-15.7%
Total Personnel	610,972	741,190	741,190	790,097	6.6%
Operating					
Department Operations	408,453	440,838	540,838	350,400	-20.5%
Information Technology Charge	61,860	48,171	48,171	43,888	-8.9%
Fleet/Equipment Charge	-	2,000	2,000	-	-100.0%
City 311 Service	-	-	-	21,911	
Total Operating	470,313	491,009	591,009	416,199	-15.2%
Total Expenditures	1,081,285	1,232,199	1,332,199	1,206,296	-2.1%

Budgetary Explanation

Department operations for N&CE includes \$190k for the Financial Empowerment Center program and \$120k for Lansing SAVE.

Neighborhood and Citizen Engagement

Fiscal Year July 1, 2022 - June 30, 2023

City 311 Internal Service Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	-	-	-	544,710	
Retirement/Fixed Benefits	-	-	-	276,556	
Total Personnel	-	-	-	821,266	
Operating					
Department Operations	-	-	-	20,000	
Information Technology Charge	-	-	-	165,071	
Total Operating	-	-	-	185,071	
Total Expenditures	-	-	-	1,006,337	

Budgetary Explanation

Start up costs for the City 311 Service were funded through the sale of the Townsend Ramp. Beginning in FY 2023, departmental operations will be fully supported through charges to public facing departments that currently or are planned to benefit from the service taking on customer requests.

Neighborhoods Arts and Citizen Engagement

FISCAL YEAR 2023

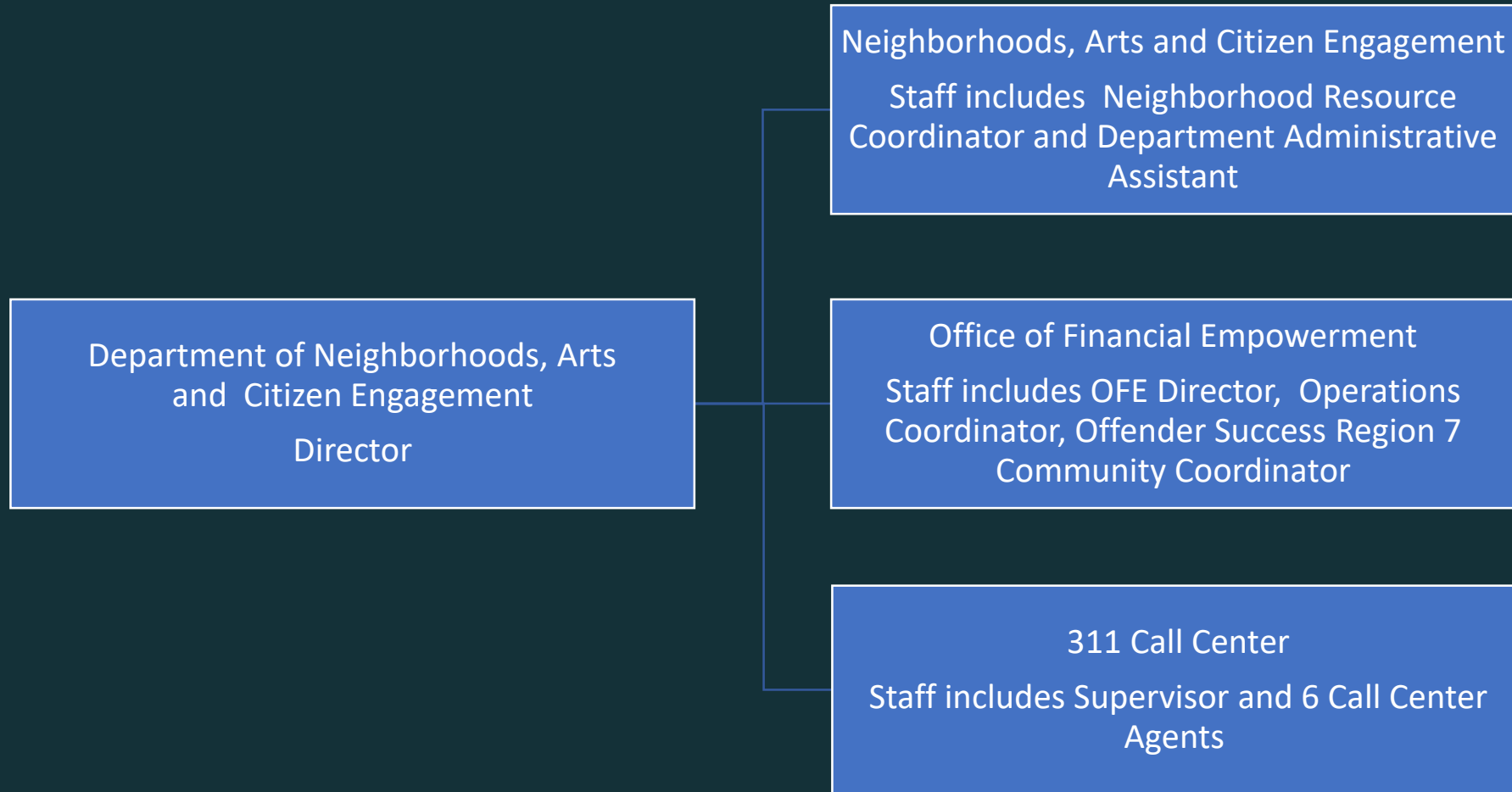
DeLisa Fountain

DNACE Director



Department Overview

Fiscal Year July 1, 2022 to June 30 2023



What is the difference in your budget from the current fiscal year to the proposed budget?

- Current Fiscal Year: \$1,232,199
- Proposed FY 23 : \$2,212,633
- Difference: \$980,434 due to addition of 311
 - Grant Administrator position: \$44,962 increase
 - Full Time position added to accommodate the number of new grant funded projects and programs OFE has successfully applied for. \$15,000 per year will be paid for as a line item in new grants.
 - Neighborhood Grant Program: \$80,000 decrease
 - Line item has been moved to ARPA budget for two years to allow for a 150% increase

Are there any changes in services that your department is responsible for and if so, why?

311 Call Center – One Call to City Hall

Are there any rate changes or fee increases and if so, why?

No

Are there any major equipment purchases proposed in your budget?

No

Are there any eliminating,
combining or contracting of
positions in your budget, and if so,
provide specifics

No

Thank You!





LANGING

NEIGHBORHOODS

& CITIZEN

ENGAGEMENT

December 2021 Report to Mayor Schor

The Department of Neighborhoods and Citizen Engagement was created in 2018 to Engage Citizens, Advance People, and Build Neighborhoods. It provides support to neighborhood organizations and operates the Office of Financial Empowerment.

DeLisa Fountain

Director

Neighborhoods & Citizen Engagement

DeLisa Fountain, Director

Staff

NCE Director: DeLisa Fountain

Neighborhood Resource Coordinator: Robin Anderson-King

311 Call Center Manager: Augustine Martinez

Office of Financial Empowerment Director: Amber Paxton

Operations Specialist, OFE: Zach Etzin

Community Coordinator, Offender Success, OFE: Charles Roltsch

Program Manager, OFE: Velma Kyser

Neighborhoods and Citizen Engagement

Building Neighborhoods

Community Youth Programming Grants

These funds are part of the budget carry-forward plan that was announced recently to support Lansing-based, youth-focused organizations throughout the City of Lansing. Mayor Andy Schor's proposal to carry forward funds from Fiscal Year 2020-2021 to support activities for youth in the City of Lansing was approved by City Council during their meeting on Monday, August 9, 2021. The application window opens on Wednesday, August 25, 2021, and will remain open until funds are depleted. Volunteers from the Neighborhood Advisory Board will review, score and award grantees, similar to the existing Neighborhood Advisory Board Grant Program.

(** Indicates project located in a Neighborhood of Focus)

Organization	Project	Amount Funded
Breeze Foundation	Sporting Equipment and Mentorship **	\$1520.00
Touching Every Sole	Shoes, Clothing and Holiday Gifts for Youth **	\$1440.00
Touching Every Sole	Shoes for Children in need **	\$2000.00
Basketball United	Training for Youth to increase basketball skills	\$1000.00
Allen Neighborhood Center	Providing Positive Youth Programming	\$2000.00
Michigan Titans	Titans Skills Camp	\$2000.00
The Fledge	Art Classes	\$900.00

Neighborhood Grants Program

Administering the Neighborhood Grants program and providing administrative support for the Mayor's Neighborhood Advisory Board. Also, sourcing and writing grants for the Department of Neighborhoods & Citizen Engagement and partner organizations.

2021 Neighborhood Grant Program:

The Department of Neighborhoods and Citizen Engagement provides the staff support and administrative oversight for the Neighborhood Grant Program. Funding decisions for the Neighborhood Grants are made through the citizen Mayor's Neighborhood Advisory Board. The board reviews all applications and through several rounds of deliberation presents a funding recommendation to the Mayor. The DNCE administers the entire process of applications and funds accounting.

- \$59,392.59 were funded to 55 different projects designed and executed by civic organizations.

	Applications Received	Funds Requested
Mini Grants (\$200)	27	\$5,600
Neighborhood Grants (up to \$5,000)	55	\$80,238.97
Total:	82	\$85,638.97

Examples of funded projects:

Ward 1

- Frog Holler Association: Hammock & Volleyball Poles Installation: \$728.46
- Potter Walsh Neighborhood Association: Dakin Street Senior & Disabled Community Garden \$1236.05

Ward 2

- Neighbors of Scott Woods: Neighborhood Banner \$120.00
- RSVP & CedarBrook NW 330: Cedarbrook Neighborhood Sign \$1721.50

Ward 3

- Lansing Eaton Neighborhood Organization (LENO): LENO Neighborhood Park Placemaking Project \$4998.00
- South Lansing Community Development Association: South Lansing Urban Gardens \$3079.00

Ward 4

- Downtown Apartment Dwellers: Community Chalk Boards \$200
- Saginaw Street Corridor Improvement Authority: Saginaw Street

Engaging Citizens

Events and forums designed by the department and delivered in the community to increase community involvement and communicate with citizens. Examples include LOVE Lansing, Walking Wednesdays, Housing and Neighborhood Resource Summits, Neighborhood Roundtables, and the Citizens Academy.

Winter Activities

DNCE worked to create winter activities designed to increase outdoor activities as residents were coping with the Covid 19 pandemic.

Winter In Lansing Photo Contest: Residents were encouraged to take a winter themed photo and upload it to their social media accounts using the hashtag #WinterInLansing. The resident with the most likes received a winter City of Lansing Swag gift.

Snowtubing at Hawk Island: Partnership with Ingham County Parks, City of Lansing Parks and Recreation and DNCE provided free snow tubing for 150 City of Lansing residents. Residents utilized the parks website to register in advance and a hot chocolate bar featuring local business Everything is Cheesecake.

Snowman Building Competition: The department also worked with Parks and Recreation and the Letts Advisory Board for a snowman building competition. 20 residents participated in the activity

COVID Vaccine PR Campaign

DNCE along with internal partners worked with CITY TV and Redhead Design on a diversity focused social media campaign to encourage residents to receive the Covid-19 vaccine.

Walking Wednesdays:

Events held in neighborhoods to bring city leadership and partners together with neighbors to discuss assets and opportunities in Lansing neighborhoods. 6 Neighborhoods applied to participate in Walking Wednesdays for Spring 2021.

Walking Wednesdays, filmed Summer 2021 began airing Fall 2021. Four Walking Wednesdays were filmed May through July by City TV hosted by neighborhood leaders.

2021 Lansing Citizens Academy:

A 12-week, civic-minded course designed to help residents better understand the functions of city government, budgetary operations, and decision-making processes. This immersive program provides residents with opportunities to meet with City leaders and participate in their local government.

In 2021, 24 participants were chosen and 22 completed the Citizens Academy. Departments such as Parks & Recreation, Public Service and City Clerk's Office/Elections Unit gave limited tours of facilities, ensuring participants experienced as much as possible amid COVID-19.

Three alumni of Citizens Academy have joined a City of Lansing Board or Commission. Four Alumni have run for a City of Lansing elected office. One Alumni was elected to City Council Fall 2021.

City of Lansing Newsletter-Webpage:

Every Friday, the Neighborhood News was sent to 1,740 subscribers, providing them with detailed neighborhood updates. Relevant information and updates are curated weekly from City of Lansing leadership, departments, and community partners. The Neighborhood News is compiled into formats

that are easily shared on several different platforms, including Neighborhood Facebook pages, Nextdoor, email, and text message.

When the website update happened, the newsletter format was removed turning the Neighborhood News into a webpage that is updated weekly. Staff continues to explore options for a new newsletter format including the idea of a department Social Media presence to share information in a manner that allows neighborhoods to share as well.

Trunk or Treat Engagements

Created 2000 treat bags that included Lansing SAVE, Kroger Rewards, and Financial Empowerment information. Staff participated in two trunk or treat events hosted by the City of Lansing (Parks and Recreation and City Clerk)

Neighborhood Beautification & SERVE Lansing

Programs to cleanup, beautify, and enhance neighborhoods through citizen designed projects.

Neighborhoods in Bloom

Civic Organizations applied for, and were awarded, flower kits that included two bags of mulch and assorted annual and perennial flowers. If needed, organizations were able to apply for multiple kits. Civic Organizations oversaw the care and upkeep of the flowers through the Summer. This year, all Neighborhoods in Bloom flowers and materials were delivered to each neighborhood, rather than picked up at distribution locations.

- 300 Bloom Kits assembled by volunteers and delivered to 31 Civic Organizations in partnership with the Ingham County Land Bank.
- 7,200 square feet of greenspace planted.

Neighborhood Clean Ups

- Foster Farm
- Walnut Neighborhood Organization
- Prospect PLACE
- Westside Neighborhood Association
- Churchill Downs Community Association
- Letts Advisory Board
- Armory Alliance Neighborhood Watch
- Colonial Townhouses Cooperative
- Potter/Walsh
- Old Town Neighborhood Association

Due to COVID-19 restrictions, large group gatherings were not allowed. Instead, DNCE worked with Granger to supply a truck to drive through the neighborhoods listed above. Through neighborhood social networks, the clean ups were widely promoted, and neighbors placed bulk trash at designated locations the night before Granger trucks came through. These partnership events allowed DNCE to help neighborhoods dispose of over 240 cubic yards of trash free of charge to the residents.

Additionally, DNCE supplied individual neighbors and small groups with supplies needed to complete clean ups that ranged from drain/basin clearing to a neighborhood led cleanup effort.

- Old Town Commercial Association - partnership with Public Service to provide a dumpster for a weekend cleanup effort as well as trash bags, gloves, and leaf bags.
- Pick up Lansing Events - DNCE supplied trash bags and gloves to several events that took place across downtown Lansing.
- Baker Neighborhood storm Drain and Bulk Trash Clean Up- partnership with volunteers from COGL (Church of Greater Lansing), CAHP (Capital Area Housing Partnership), and Everett High School to clear the storm drains in the Baker Neighborhood. The following week NCE scheduled a Granger Truck to drive through the neighborhood to remove bulk trash set out by residents.
- 50 Lawn and Leaf Bags and 25 SERVE Lansing t-shirts supplied to J W Sexton High School student volunteers for a Fall Wake and Rake (November 2021).

City of Lansing Day of Service

20 City of Lansing Employees worked in 4 designated locations across the City on May 15, 2021. NCE supplied the locations, supplies (trash bags, trash pickers and gloves), SERVE Lansing T Shirts and trash removal services. Signage created to deter littering was placed in each location after the cleanup.

Resident Small Cleanups

The Department of Neighborhoods and Citizen Engagement worked with volunteer groups and provided supplies to residents interested in holding a small-scale cleanup. These small cleanups led up to the LOVE (Local Organization and Volunteer Excellence) Lansing Weekend, May 15-16, 2021. DNCE partnered with 17 small groups of citizens as well as Granger and provided trash bags, work gloves, pickers and 5 donated dumpsters for local "Adopt a Spot" cleanups. These cleanups were led and staffed by over 300 citizen volunteers.

311 (One Call To City Hall)

In early 2021 it was decided the new 311 initiative would be housed within the Department of Neighborhood and Citizen Engagement. A 311 Center would create a one call location for citizens who have non-emergent needs within the city. We have worked out a location for the office and partnered with Dewpoint and Five9 to flesh out the technology needs of this "One Call To City Hall" initiative. 311 is set to soft launch by the end of the 2021 year and progressively bring on departments as they are ready. As of Nov. 17, Six (6) Call Center Agents have been offered the position with a start date in early December 2021.

Office of Financial Empowerment

Financial Education and Counseling

FREE 1:1 financial counseling to increase savings, decrease debt, and stabilize and advance household finances. In its 8 years of operation, the clients in the program have reduced nonmortgage household debt by \$12.9M and increased savings by \$1.1M.

In 2021, as of 11/10, 246 clients have received 558 financial counseling sessions. \$678,236 in non-mortgage debt reduction was achieved this year, and \$131,973 in savings increase. 57 clients increased their credit score by 35+ points, and 46 clients reduced their non-mortgage debt by 10% or more in 12 months. 94 clients reduced the number of delinquent accounts on their credit report.

Since beginning this program 8 years ago, the City of Lansing Financial Empowerment Center has worked with 5,118 clients for a total of 15,406 sessions. Through this work, clients have reduced their cumulative non-mortgage debt by \$12.9 million and increased their total savings by \$1.1M.

Lansing SAVE

Children's Saving Account for post-secondary school administered in partnership with MSUFCU, Capital Area United Way, and the Lansing School District. Children in the Lansing School District are automatically enrolled in the program in kindergarten and receive financial education in their classrooms throughout the year. Students can make deposits in their accounts at school or at an MSUFCU branch. Community partners have begun adopting these accounts and raising money for students in Lansing.

Fiscal Year	Active Savings Rate	Deposits	Total Depositors (still in the Lansing School District)	Total Amount Deposited	Students in Program
2015	2%	6	6	\$355	351
2016	7%	139	93	\$692	1,351
2017	11%	227	189	\$1,434	1,674
2018	29%	893	713	\$7,899	2,457
2019	22%	1,029	940	\$6,848	4,266
2020	26%	703	1,336	\$3,938	5,160
2021	25%	157	1,743	\$19,885	6,856

- Kroger Community Rewards program established where students can earn a 1% cash back for their Lansing SAVE accounts. Partnership funded by U.S. Conference of Mayors grant. This program has raised \$781 since its inception, through 59 linked cards.
- 3 Community Champions established - Bethlehem Lutheran Church, Faith Fellowship Baptist Church, and Plymouth Congregational which have adopted all of the Lansing SAVE students in their neighborhood and are raising funds that go directly into those students' accounts. Community Champions have raised over \$14,550 for SAVE students in their neighborhoods.
- 6,856 SAVE accounts. 25% participation rate (percentage of families who have made a deposit to their accounts)

Offender Success

Offender Success Reentry citizen support program administered with the Michigan Department of Corrections. Serving Ingham, Eaton, and Clinton counties. This program supports reentry citizens with assistance to establish their identification, find housing, find a job, and develop life skills for success.

- Job Placement Enrollments - 60
- Job Placements - 46
- 12-Month Job Retention Rate - 64%
- Housing Enrollments - 35
- Average Length of Stay in Housing - 128 days
- Days of Homelessness Prevented – 5,138

*This contract is on a 10/1 – 9/30 FY, so these numbers are reflective of January – September 2021

UM Data Project with students

The Office of Financial Empowerment has partnered with a team of 5 University of Michigan School of Information students to evaluate data from the Office of Economic Development and Planning on code compliance violations. The purpose of this data analysis is to identify addresses with frequent violations and attempt to learn the reason the home is incurring repeated fines – for instance, whether the issue is ability to pay, or a physical disability preventing the necessary repairs.

OFE 2020-2021 GRANT FUNDED PROJECTS

\$325,000+ awarded in total + awarded in total

Consumer Financial Protection Initiative

Amount: \$10,000

Funder: Cities for Financial Empowerment (CFE Fund)

The City of Lansing was selected to participate in the CFE Fund's Consumer Financial Protection Initiative, a \$10,000 grant project to support the creation of a strategic plan for consumer protection work in Lansing.

COVID-19 FEC Expansion Grant

Amount: \$90,000

Funder: CFE Fund

The Financial Empowerment Center at Cristo Rey Community Center was awarded a \$90,000 grant to fund one additional counseling position during the pandemic. The grant allowed the FEC to operate with three financial counselors (previously two).

Eviction Prevention Boost

Amount: \$90,000

Funder: Cities for Financial Empowerment Fund (CFE Fund)

The City of Lansing, in partnership with Cristo Rey Community Center and Capital Area Housing Partnership, was awarded a planning grant of \$20,000 and implementation grant of \$70,000 to combine efforts and offer free financial counseling with direct financial assistance to prevent evictions that may result from COVID related financial constraints and improve household financial health.

Small Business Boost

Amount: \$90,000

Funder: Cities for Financial Empowerment Fund (CFE Fund)

The City of Lansing, in partnership with LEAP's One and All program and the Financial Empowerment Center, were awarded \$90,000 to offer tailored free financial counseling to current or aspiring small business owners. The goal of the program is to increase business stability and access to capital, while offering advice on how small business owners can keep their personal finances separate from business expenses.

City Innovation Ecosystems: Inclusive Procurement and Contracting

Amount: \$15,000

Funder: National League of Cities (NLC)

The City of Lansing was awarded \$15,000 from NLC to review its contracting and procurement practices. The purpose of the project is to expand and diversify the City's contracting, ensuring that small businesses, especially those that are women and BIPOC owned, have the opportunity to bid on City contracts.

Cities Addressing Fines + Fees Equitably (CAFPE)

Amount: \$40,000

Funder: National League of Cities (NLC)

City of Lansing received a \$40,000 grant from the National League of Cities to choose a fine or fee to study for equity and impact. We began by investigating the impact of various types of municipal debt and decided on 54-A District Court past due debt for driving while license suspended, because it had a great deal of data available, including race and gender, and also had average past-due debt amounts that were in the range we wished to focus on (over \$100, under \$1,000).

ANNUAL REPORT



July 2021-July 2022

Andy Schor, Mayor

DEPARTMENT OF NEIGHBORHOODS
& CITIZEN ENGAGEMENT



DEPARTMENT OF NEIGHBORHOODS & CITIZEN ENGAGEMENT ORGANIZATIONAL CHART

**MAYOR
ANDY SCHOR**

DNCE DIRECTOR
DELISA FOUNTAIN

**NEIGHBORHOOD RESOURCE
COORDINATOR**

ROBIN ANDERSON-KING

**OFFICE OF FINANCIAL
EMPOWERMENT DIRECTOR**

AMBER PAXTON

**ADMINISTRATIVE
ASSISTANT**

AUGUSTINE MARTINEZ

**COMMUNITY COORDINATOR
OFFENDER SUCCESS**
CHARLES ROLTSCH

**OPERATIONS SPECIALIST,
OFFICE OF FINANCIAL EMPOWERMENT**
ZACH ETZIN

**PROGRAM MANAGER,
FINANCIAL EMPOWERMENT CENTER**
VELMA KYSER

**FINANCIAL COUNSELOR,
FINANCIAL EMPOWERMENT CENTER**
MEGHAN

**FINANCIAL COUNSELOR,
FINANCIAL EMPOWERMENT CENTER**
SONIA

**FINANCIAL COUNSELOR,
FINANCIAL EMPOWERMENT CENTER**
TAMMY

NEIGHBORHOODS & CITIZEN ENGAGEMENT SUMMARY

Neighborhoods are a top priority. In January 2018, Mayor Schor issued his first executive order by creating the Department. The Department of Neighborhoods and Citizen Engagement (DNCE) focuses on three areas: Engaging Citizens, Advancing People, and Building Neighborhoods. DNCE provides support to neighborhood organizations and operates the Office of Financial Empowerment. In early 2021, it was decided that 311 will be housed in the Department of Neighborhoods and Citizen Engagement. During the COVID-19 pandemic, DNCE continued to provide resources and support to residents and organizations.

ENGAGING CITIZENS ADVANCING PEOPLE BUILDING NEIGHBORHOODS



ENGAGING CITIZENS



Lansing Citizens Academy

An 11-week, civic-minded course designed to help residents better understand the functions of city government, budgetary operations, and decision-making processes. This immersive program provides residents with opportunities to meet with City leaders and participate in their local government.

In 2020, 24 participants were chosen and 22 completed the Citizens Academy. Due to COVID-19, this year's Citizens Academy was held virtually over Zoom. Departments such as Public Service utilized City TV to film a virtual tour of facilities, ensuring participants experienced as much as possible amid COVID-19.



Neighborhoods in Bloom

Civic Organizations applied for, and were awarded, flower kits that included two bags of mulch and assorted annual and perennial flowers. If needed, organizations were able to apply for multiple kits. Civic Organizations oversaw the care and upkeep of the flowers through the Summer.

This year, all Neighborhoods in Bloom flowers and materials were delivered to each neighborhood, rather than picked up at distribution locations.

- 300 Bloom Kits assembled by volunteers and delivered to 31 Civic Organizations in partnership with the Ingham County Land Bank.
- 7,200 square feet of greenspace planted.

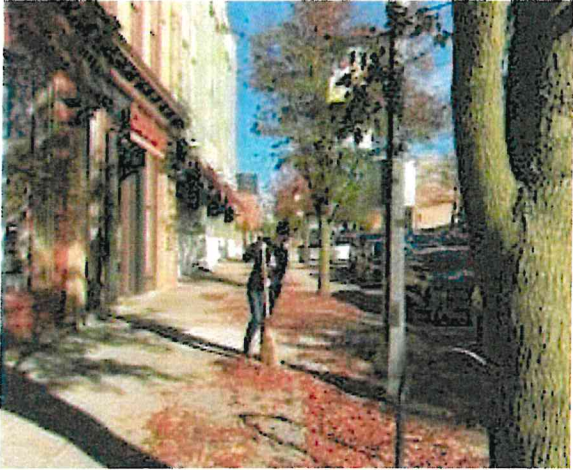


CDBG Bulk Trash Clean Up Program

DNCE worked with Granger to supply a truck to drive through the neighborhoods, or residents could elect to have a stationary truck for garbage disposal. Through neighborhood social networks, the clean ups were widely promoted, and neighbors placed bulk trash at designated locations the night before Granger trucks came through. Once restrictions were lifted a bit, stationary trucks were parked in a single location and volunteers placed the bulk items into the truck while residents waited in vehicles.

- 9 applications received
- 4 clean ups completed as of June 30, 2021
- Clean ups will continue through Fall 2021

ENGAGING CITIZENS



DNCE supplied individual neighbors and small groups with supplies needed to complete clean ups that ranged from drain/basin clearing to a neighborhood led cleanup effort.

- Old Town Commercial Association - partnership with Public Service to provide a dumpster for a weekend cleanup effort as well as trash bags, gloves, and leaf bags.
- Pick up Lansing Events - DNCE supplied trash bags and gloves to several events that took place across downtown Lansing.

Baker Neighborhood Storm Drain and Bulk Trash Clean Up



NCE partnered with COGL Network (Church of Greater Lansing) along with volunteers from CAHP (Capital Area Housing Partnership) and Everett High School to clear the storm drains in the Baker Neighborhood. The following week, the NCE scheduled a Granger Truck to drive through the neighborhood for a bulk trash clean up.



City of Lansing Employee Day of Service

20 City of Lansing Employees worked in 4 designated locations in the City of Lansing. The event was held May 15th 10am -1pm. NCE supplied the locations, supplies (trash bags, trash pickers), SERVE Lansing t- shirts, work Gloves and trash removal. Signage created to deter littering was placed in each location after the cleanup.

ENGAGING CITIZENS

CITY OF LANSING SPRING CLEANUP

The Department of Neighborhoods and Citizen Engagement is working with volunteer groups and providing supplies to residents interested in holding a small-scale cleanup leading up to the LOVE (Local Organization and Volunteer Excellence) Lansing weekend, May 15-16, 2021.

The small-scale cleanup kits will include:

- SERVE Lansing t-shirts for volunteers
- Two rolls of trash bags for every five volunteers
- Work gloves
- Yard waste bags

Residents are encouraged to apply to hold a cleanup in their neighborhood, on a commercial corridor or in a park.

APPLY FOR A CLEANUP KIT AT
LANSINGMI.GOV/CLEANUPKITS



Andy Schor, Mayor

Residents Spring Cleanup

Small Clean Up projects were completed by residents and the program was created in response to resident concerns about trash in the Spring. Communicated as a City Wide Spring Clean Up program, volunteers:

- 39 inquiries
- 22 clean up events held
- 61 kits distributed, each kit included 10 trash bags, work gloves, trash pickers, and yard signs
- 303 volunteers participated in the clean ups
- Partnered with Granger, which donated 4 gondola containers for larger clean ups

SPRING CLEANUP

Participate in a City of Lansing's small-scale cleanup event or one of the following leading up to the LOVE Lansing Weekend: May 15-16, 2021

#PickUpLansing - Movement

- Date: Every other week
- Time: 12:00 p.m. to 2:00 p.m.
- Specific event dates can be found on the group Facebook page.

Capital City Clean Sweep

- Date: Saturday, April 24, 2021
- Time: 10:00 a.m. to 12:00 p.m.
- Volunteers should bring their own gloves, clippers and bags if possible.

I Love My City Event

- Date: Sunday, April 25, 2021
- Time: 10:00 a.m. to 5:30 p.m.
- Volunteers are welcome to enjoy breakfast and a day full of activities.

BWL's Adopt-A-River Event

- Date: Saturday, May 15, 2021
- Time: 9:00 a.m. to 12:00 p.m.
- Pre-registration is required for participation.

Learn more about these events at
lansingmi.gov/citycleanups



Andy Schor, Mayor



ENGAGING CITIZENS

Walking Wednesday

Events held in neighborhoods to bring city leadership and partners together with neighbors to discuss assets and opportunities in Lansing neighborhoods.

Walking Wednesdays, originally scheduled and programmed for Spring, were deferred to Fall 2021. The program continued as a filmed show, with videos later uploaded to YouTube.

- Southwest Lansing
- Oak Park Neighborhood
- Walnut Neighborhood
- Downtown Lansing
- Baker Neighborhood



NEIGHBORHOOD NEWS

Provides neighborhood updates and important information from City of Lansing departments and community partners.

1706 email subscribers 

34 SMS subscribers 

City of Lansing COVID-19 Response Newsletter:

Every Friday, the Neighborhood News is sent to 1,740 subscribers, providing them with detailed neighborhood updates. Relevant information and updates are curated weekly from City of Lansing leadership, departments, and community partners. The Neighborhood News has evolved into a webpage designed to notify subscribers when the page is updated.

ENGAGING CITIZENS



COVID Vaccine PR Campaign

NCE along with internal partners worked with City TV and Redhead on a diversity focused social media campaign to encourage residents to receive the Covid-19 vaccine.

Trunk or Treat Engagements

Created 750 treat bags that included Lansing SAVE, Kroger Rewards, and Financial Empowerment information. The bags were distributed at two events over 3 days.

Winter Activities

#WinterInLansing Photo Contest

Residents were encouraged to take a winter themed photo and upload it to their social media accounts using the hashtag #WinterInLansing. The contest ran from 1/15-1/31 and the resident with the photo that had the most likes received a winter City of Lansing Swag gift.

Snow Tubing Day at Hawk Island

150 residents attended the snow-tubing day

Partnered with Ingham County, Parks & Rec and Everything is Cheesecake to host the event

Snowman Building Competition

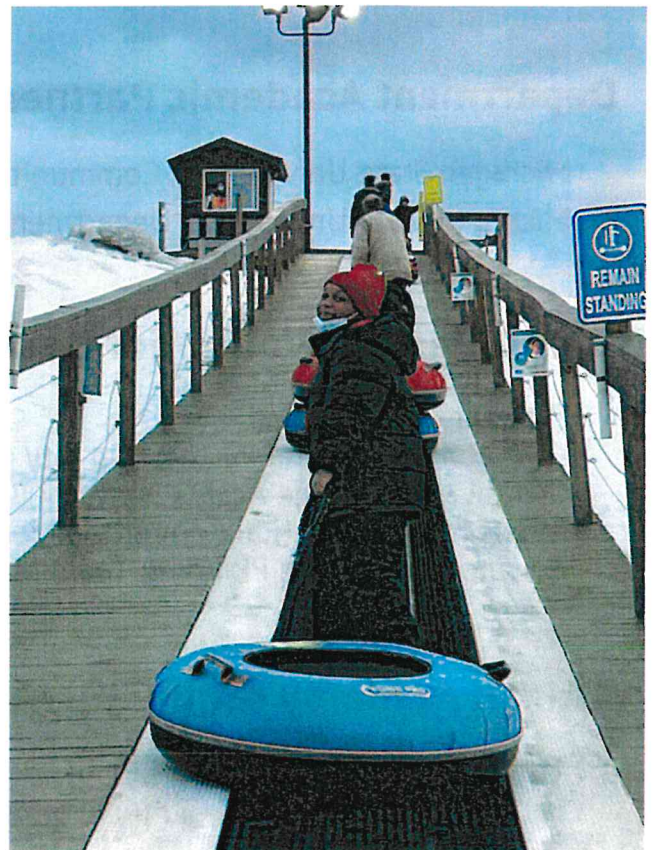
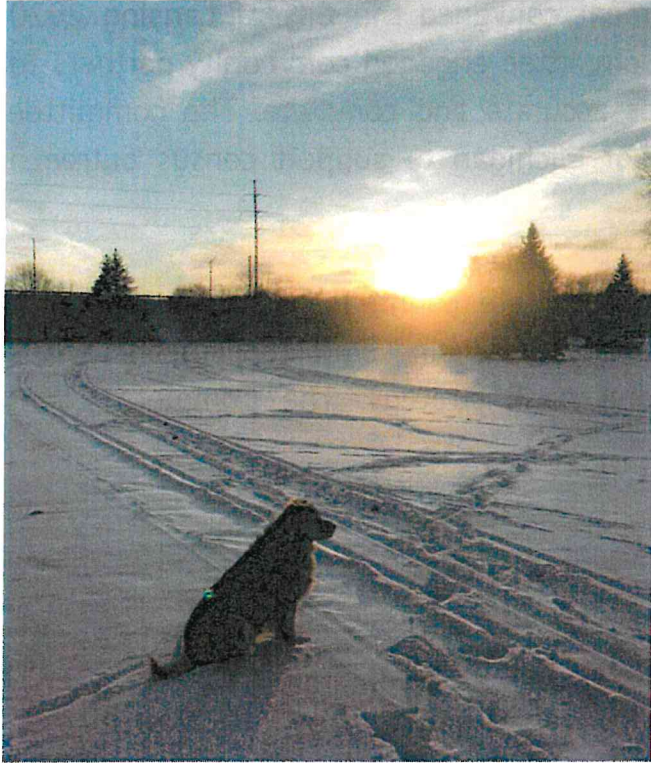
20 residents participated in the activity

Partnered with Parks & Rec, the Letts Advisory Board, and Kona for the event



ENGAGING CITIZENS

Winter Activities



ADVANCING PEOPLE

Lansing 2020 Census Complete Count Committee

The Department of Neighborhoods & Citizen Engagement convened the City of Lansing 2020 Census Complete Count Committee in July 2019. This committee engaged community partners to coordinate efforts and ensure a census count that was accurate and complete. The committee successfully secured a \$50,000 grant from the State of Michigan to support census outreach activities.

The COVID-19 crisis challenged the plan to ensure a complete count. In-person engagement strategies transitioned to digital and phone strategies. City of Lansing staff and citizen Census Ambassadors quickly mobilized to implement a phone bank strategy. The Complete Count Committee concluded its work in December 2020.

Staff Development

NCE transitioned Directors January 2021

NCE hired an Administrative Assistant and Neighborhood Resource Coordinator

Director completed USF Muma College of Business - Diversity, Equity and Inclusion in the Workplace Certification

Department Academic Partners

Michigan State University – Community Engaged Scholars Program

Michigan State University - Department of Economics (CAFFE Project)

Board/Partner/Volunteer Development

Director Board Service

Capital Area Housing Partnership City of Lansing Liaison

Capital Area College Access Network (CAPCAN) Board Member

Juneteenth Celebration Committee Member

Advance Peace Core Planning Team Member

Citizen Academy Graduates/Alumni

Three Alumni have joined a City of Lansing Board or Commission

Four Alumni have run for a City of Lansing elected office

BUILDING NEIGHBORHOODS

Neighborhood Grants Program

The Department of Neighborhoods and Citizen Engagement provides the staff support and administrative oversight for the Neighborhood Grant Program as well as provides administrative support for the Mayor's Neighborhood Advisory Board.

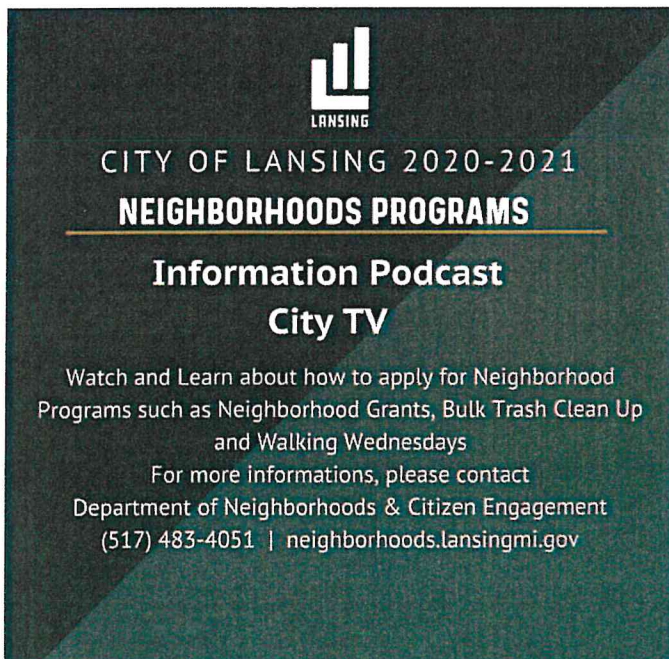
Grant Funding decisions for the Neighborhood Grants are made through the citizen Mayor's Neighborhood Advisory Board. The board reviews all applications and through several rounds of deliberation presents a funding recommendation to the Mayor.

The DNCE administers the entire process of applications and funds accounting.

Due to COVID-19, all neighborhood grant operations were conducted virtually.

The Neighborhood Grants Program was featured in a blog post from Urban Institute March 2021.

Neighborhoods Program Launch for 2020 – 2021



Neighborhood Grants & Projects

Due to COVID-19 concerns and restrictions, this became a filmed podcast with three members of the Neighborhood Advisory Board and the Neighborhood Resource Coordinator.

The podcast aired on City TV and is available on YouTube and has been viewed over 176 times.

BUILDING NEIGHBORHOODS

Neighborhood Grants Program

	Applications Received	Funds Requested	Projects Funded
Mini Grants (\$200)	28	\$5,600	\$5,600
Neighborhood Grants (up to \$5,000)	37	\$80,238.97	\$53,792.59
Total:	65	\$85,838.97	\$59,392.59

Examples of funded projects

Ward 1

CATA Bus Shelter at Allen Place for \$10,000. CATA contributed \$7,000 and the remaining \$3,000 was provided through the neighborhoods grants project

Eastside Neighborhood Organization utilized \$405.47 for the flower garden along Michigan Ave

Ward 2

Cedarbrook Neighborhood Watch received \$1,721.50 for the Cedarbrook Neighborhood sign.

Neighbors of Scott Woods received \$500 for sign toppers

Ward 3

Lansing-Eaton Neighborhood Organization received \$4,998 for picnic tables and a bike repair station at Fulton Park

South West Action Group received \$742.94 for the Town Square Bulletin Board

Ward 4

Westside Neighborhood Association received \$4,154.12 for their Communication 2021 project. It included newsletters, a website, and signage

Moore's Park Neighborhood Organization received \$3,144 for the Moore's Park Concrete Chess Counter

BUILDING NEIGHBORHOODS

Neighborhood Grants Program



Office of Financial Empowerment

July 1, 2020 – June 30, 2021

FY 20-21

OFFICE OF FINANCIAL EMPOWERMENT 2021

Executive Summary

Since its inception in 2013, the Office of Financial Empowerment (OFE) has functioned to increase economic mobility at the household level. Through innovative programs such as Lansing SAVE, the Financial Empowerment Center, Offender Success, and Bank On, the OFE has taken a multifaceted approach to engage Lansing residents at various stages in their lives. As a division of the Department of Neighborhoods & Citizen Engagement, the OFE's impact can be seen in its ability to engage residents, advance people, and build neighborhoods.

Lansing SAVE, a collaborative effort of the City, MSUFCU, the Lansing School District, and Capital Area United Way, establishes postsecondary savings accounts for all students in the Lansing School District and provides regular financial education lessons. The SAVE accounts dramatically increase the likelihood that Lansing students pursue further education upon the completion of high school.

The Financial Empowerment Center, operated by the Cristo Rey Community Center, provides free one-on-one financial counseling to Lansing residents regardless of their financial situation. With the guidance of the FEC staff, Lansing residents have seen substantial reductions in their household debt, considerable increases in their savings and credit scores, as well as a myriad of other purposeful financial outcomes.

Offender Success, a statewide initiative contracted by the Michigan Department of Corrections (MDOC), recognizes the many barriers reentry citizens face upon their release and seeks to mitigate the transition. Through the offering of job placement and training services, cognitive behavioral therapy, housing, and social service support, this program improves the economic mobility of reentry citizens, reduces recidivism rates, and positively impacts public safety efforts.

Bank On Lansing, a program that's growing nationally, seeks to ensure that all residents have access to safe and affordable banking products within the mainstream financial system of banks and credit unions. While companies such as payday lenders and check cashers offer services that extract wealth from communities, Bank On connects residents to financial products and services that align with their needs and keep more money in their pockets.

The efforts and subsequent impacts of the Office of Financial Empowerment have contributed greatly to the economic mobility initiatives of the City. Additionally, the OFE has garnered attention for its groundbreaking projects, is featured frequently at national forums, and serves as a technical assistant expert to other municipalities launching similar projects.

While the previous year has presented unprecedented challenges for so many, the OFE strives to serve Lansing residents through equitable engagement, authentic advancement, and the beneficial building of neighborhoods.

STAFF DEVELOPMENT

- FEC Director hired two financial counselors, Meghan McComb and Sally Cranson
- OFE Director serves on NLC Economic Mobility Peer Network – meets Monthly
- Began work with Harvard GPL/Finance/Purchasing (convened by S. Harkins) to look for ways to continuously improve the City's RFP and contracting processes
- OFE Director attended bi-monthly College Promise / CSA Peer Learning meetings
- Invest Health / Robert Wood Johnson Foundation: Equitable COVID-19 Recovery Meeting
- OFE Director attended six 2-hour sessions over 3 months (March, April, May) on Racial Equity in Children's Savings Accounts, offered by the Midwest CSA Consortium and delivered by Alexandra Arrington, consultant
- OFE Director participated in Poverty Task Force webinars hosted by the State of Michigan Department of Labor & Economic Opportunity
- OFE Director and Community Coordinator participated in statewide quarterly Offender Success community coordinator meetings
- OFE Director and Operations Coordinator are members of the Michigan Communities for Responsible Lending
- OFE Director and Operations Coordinator attended Webinar: Addressing Financial Penalties in Traffic Safety
- FEC Director attended NLC Listening Sessions on Reimagining Public Safety Session #4 : Young Adult Justice
- OFE Director attended Webinar: Community Economic Development 101: Economic Inclusion hosted by CEDAM
- OFE Director attended Webinar: ALICE Report hosted by Department of Labor & Economic Opportunity
- FEC Director attended the Financial Empowerment Forum
- FEC Director attended Fintech: Abridge to Economic Inclusion
- FEC Director attended Why Black America needs a Tech New Deal (The Brookings Institute)
- FEC Director presented on Personal Finances at Sexton High School
- FEC Director met with Jackson National regarding funding

RESOURCE/PROGRAM DEVELOPMENT

- OFE Director had meetings about ARPA funding with Mayor, and attended several national webinars and learning sessions about ARPA funding (with What Works Cities, Cities for Financial Empowerment Fund, and National League of Cities). Delivered a list of recommendations for ways ARPA funding could invest in Economic Mobility.
- OFE Director and Community Coordinator connected the Offender Success program to City of Lansing Operations & Maintenance to provide candidates for hard-to-fill city jobs such as solid waste operator.
- OFE Director participated in Data Analytics team working on Equity Dashboard
- OFE Director Presented ARPA ideas to County Commissioners (as a group, and two individually as follow-up)
- Applied for and received Cities for Financial Empowerment Eviction Prevention Boost Planning Grant of \$20,000, with partners, Capital Area Housing Partnership
- Applied for and received the Cities for Financial Empowerment Fund Consumer Financial Protection Initiative Grant of \$10,000 plus technical assistance
- Applied for (but were denied) the National League of Cities Equitable Economic Recovery Grant of \$100,000
- Lansing SAVE quarterly Performance Metrics meetings
- Operations Coordinator oversaw two MSU Innovation Leaders for a Lansing SAVE project to increase the Community Champions program
- PSC facilitated BOLD Lansing partners Facebook Live
- CAFFE: Worked with Firecracker Foundation to send a second mailing to 100 residents with a call to action of filling out a survey intended to collect the lived experience associated with past-due debt for Driving While License Suspended.
- Public Sector Consultants presented Governance & Sustainability options to BOLD Lansing Partners for feedback
- Worked with City Attorney's office to plan September Expungement Fair
- Worked with VistaShare and MSUFCU to develop nightly data updates from MSUFCU to the Lansing SAVE Outcome Tracker software
- Continued CAFFE work with clients and Firecracker Foundation including paying off fines and fees (using grant dollars from National League of Cities) for those who went to FEC and/or completed a survey about their experiences.
- Connected FEC to 54-A District Court's new Domestic Violence Specialty Court
- Each program manager submitted a strategic plan for FY 22

BOARD/PARTNER/VOLUNTEER DEVELOPMENT

- Held a PNC Bank On Meeting
- St. Vincent de Paul began providing Welcome Home boxes to returning citizens paroled to Lansing, which include a Welcome Home letter from Mayor Schor.
- Lansing SAVE: Met weekly with Capital Area United Way and bi-weekly with MSUFCU to provide assistance; met monthly with Lansing Promise and BOLD Lansing partners; met Quarterly with Michigan CSA Network and Midwest CSA Consortium
- OFE Director met monthly with Executive Director of Cristo Rey Community Center
- OFE Director met with Ross H. Yednock, Financial Services Legislative Liaison, Office of Innovation and Research, Michigan Department of Insurance and Financial Services
- Met with City of Lansing Chief Strategy Officer to discuss strategies to link our work
- Offender Success Steering Team quarterly meetings
- Offender Success Advisory Council quarterly meetings
- Michigan CSA Network Policy Committee member
- Partnered with 54A District Court to deliver financial counseling to those participating in Domestic Violence Specialty court.
- OFE Director met with Commissioner Todd Tennis regarding payday lending alternatives
- Partnered with City Attorney to assist them in hosting an Expungement Clinic in September at request of Mayor / Council President
- OFE Director attended quarterly FEC/Parole Housing meeting
- OFE Director attended monthly National League of Cities Economic Mobility Peer Network meeting
- OFE Director renewed annual contracts with Cristo Rey Community Center for FEC, and MSUFCU and Capital Area United Way for Lansing SAVE
- OFE Director participated and served as a panelist in COGL event on Education

DEPARTMENT LEADERSHIP & RECOGNITION

- OFE Director provided Technical Assistance to Teton, Wyoming Children's Savings Account Program
- OFE Director provided information on OFE's civic engagement practices for a Case Study by the Bloomberg Harvard City Leadership Initiative
- OFE Director provided technical assistance to Syracuse, NY FEC on reentry
- OFE Director provided technical assistance to Bank On Boston for engaging returning citizens
- OFE Director served as a mentor for LEAP's One and All program
- OFE Director and FEC Manager participated in interviews and research on equitable metrics for children's savings accounts by National League of Cities, for a project funded by the Consumer Financial Protection Bureau
- OFE Director provided information to Results for America for a Lansing CASE study
- OFE Director provided technical assistance to Heartland Alliance regarding addressing child support issues for returning citizens
- OFE Director and FEC Director provided Technical Assistance to Washington DC FEC
- Behavioral Insights Team presented to Committee of the Whole on the What Works Cities: Economic Mobility intervention of FEC and Promise

INITIATIVE WORK

What Works Cities: Economic Mobility

BEHAVIORAL INSIGHTS TEAM

Behavioral Insights Team – Assisted the BOLD Lansing partners in enacting an integration between the Financial Empowerment Center, and students currently attending college on a Lansing Promise Scholarship. The original intent was to include high school seniors, but due to COVID, in-school outreach was not possible. By postponing the launch of this pilot from March 2020 to August 2020, we reached the intended audience.

Participants in the pilot earned up to \$125 in Amazon gift cards for achieving financial outcomes through working with their FEC counselor. This pilot will assist young people during this important transition period to develop healthy financial behaviors and practices.

Results:

- 38 Promise Scholars attended at least one financial counseling session
- 26 achieved at least one outcome
- 200+ Promise Scholars completed the pre-survey
- 80+ Promise Scholars completed the post-survey
- Full analysis will be available next quarter
- \$3,790 in incentives were earned by Promise Scholars

JOHNS HOPKINS GOVEX

Assisted the Lansing SAVE Program in developing a set of performance metrics, a performance metrics team, and a meeting structure and set of responsibilities for the partners. Sample report attached.

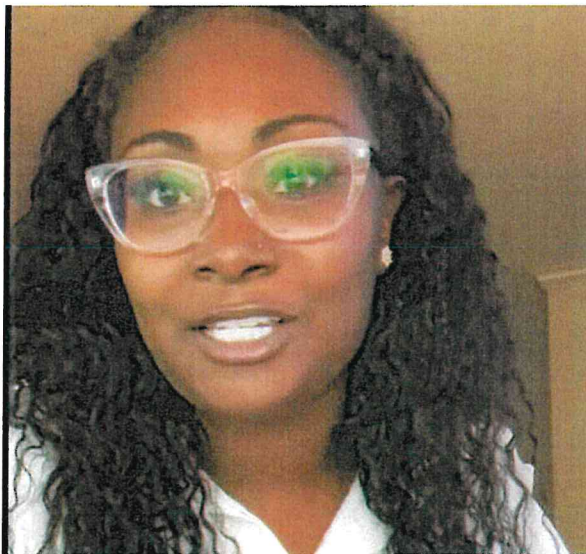
As a result of this work, the Lansing SAVE program was chosen by Prosperity Now as part of their performance metrics for Children's Savings Accounts (CSAs) project, funded by the federal Consumer Financial Protection Bureau.

INITIATIVE WORK

RESULTS FOR AMERICA

Approved the DNCE to utilize its \$130,000 in grant funds for:

- A contract with Public Sector Consultants to serve as the administrative back-end and outreach partner for BOLD Lansing. PSC delivered a governance sustainability plan for BOLD Lansing at the end of May 2021.
 - PSC created a social media campaign using local influencers to promote BOLD Lansing
 - Ozay Moore: Post 1 and Post 2
 - Dominique Devereaux: Post 1 and Post 2
 - Missy Lilje: Post 1 and Post 2
- A contract with Redhead Design to rename and rebrand BOLD Lansing (formerly the SHAPE continuum) and to develop marketing materials, website and marketing plan.
 - Boldlansing.org
- The BOLD Lansing Pilot, in partnership with Behavioral Insights Team.



Dominique Devereaux

April 9 · 🌐

Finance Fridays!

Have you heard of the BOLD Lansing action plan? Are you looking to gain financial independence? If so, use the BOLD Lansing's action plan it is free and easy to use.

These action plans are created to easily track your progress and keep you organized. There are also many great resources and programs that you and your child can take advantage of.

#BOLDLansingPartner

<https://boldlansing.org/action>



Missy Bischoff Lilje is with Yanice Yvette and 57 others.

April 8 · 🌐

#BOLDLansing shows our kids that there is an entire community that stands behind them to support them in reaching their goals 🙌

Here's the link to the action plan:

<https://boldlansing.org/action>

Use the BOLD Action Plan! BOLD Lansing's action plan is free and easy to use. It has the four stages of BOLD (save, plan, prep, and manage), that are all about accomplishing your goals. These action plans list all the things you can do by grade, so you can easily track your progress and stay organized. There are also many great resources and programs that you and your child can take advantage of. The following are several examples in each stage of .
See Less

👍👍👍 40

6 Comments 329 View



if I told you that there were resources in Lansing

INITIATIVE WORK

HARVARD GOVERNMENT PERFORMANCE LAB

Assisted the OFE/DNCE with an RFP, selection process, contract metrics, and weekly vendor meetings for the Lansing SAVE program, which was subcontracted on July 1, 2020 to MSUFCU for day-to-day operations, and Capital Area United Way for fund development and outreach. Recently working with the City of Lansing and City of Detroit on a six-week learning sprint for Results-Driven Contracting (Summer 2021). Currently working with OFE, Finance and Procurement on improving the RFP and RFB processes. Preparing to work with City of Lansing this fall on improving access to city contracts for small business, particularly those owned by BIPOC and LGBTQ+ residents, women, and other identified groups.

INITIATIVE CITIES ADDRESSING FINES & FEES EQUITABLY [CAFFE]

City of Lansing received a \$40,000 grant from the National League of Cities to choose a fine or fee to study for equity and impact. We began by investigating the impact of various types of municipal debt – considering ambulance debt, parking debt, and others. We decided upon 54-A District Court past due debt, because it had a great deal of data available, including race and gender, and also had average past-due debt amounts that were in the range we wished to focus on (over \$100, under \$1,000).

We worked with a PhD candidate, Katie Bollman, from MSU's Department of Economics, to perform data analysis. We looked at the top charges related to past-due court debt and decided to focus on Driving While License Suspended – a charge that typically results from inability to pay previous charges. Anethia Brewer, 54-A Court Administrator, and Marketa Taylor, 54-A Criminal and Traffic Manager, were our partners in this work.

There were 434 residents who met our criteria:

- Debt is for Driving While License Suspended or its frequently used plea charge, Failure to Display Valid License
- Debt between \$100 and \$536
- Does not have a warrant for domestic violence, substance use charges, or firearms

Of these 434:

- 55% are black
- 75% of those who are black are males and 36% of the black males are under 30
- 25% are white – and white includes LatinX
- 18% are “race unknown”
- 30% are under 30 – of which 87% are black

The process:

- Each participant is asked to attend at least one financial counseling session, to develop a budget
- The financial counselor, using the resident's budget, suggests a recommended monthly payment amount based upon the resident's ability to pay
- The resident makes 2 payments in the recommended amount, within 60 days of their counseling session

INITIATIVE CITIES ADDRESSING FINES & FEES EQUITABLY [CAFFE]

- All fees that are waivable by the court are then waived (including late fees and warrant fees). On average, 27% of the total past due balances were waivable
- Participants are encouraged to be part of a Restorative Justice Support Circle, hosted by the Firecracker Foundation

128 invitation letters for the pilot were sent on March 13, 2020. A second invitation was sent on July 13, 2020 to 118 residents from the initial invite group plus 36 additional residents (because 36 of the first invites were returned for incorrect address). The average debt balance was \$261, of which \$71 was waivable.

The third round of invitations were mailed to prospective participants in June. That mailing, in an attempt to encourage more engagement, was sent by The Firecracker Foundation. The invitation to participate in the CAFFE program was sent to 100 individuals.

The results:

- 8 participants completed a survey that was created in partnership with the OFE and The Firecracker Foundation
- 8 participants had a total of \$2,432 in past due balances paid off, an average of \$304 per person

Due in great part to the fact that COVID caused a shut-down the day after this program was launched in 2020, results have been meager; however, learning has been highly valuable.

Our policy recommendations, gleaned from our learnings in this pilot, are:

- State Level: \$45 DL reinstatement fee should be restricted to one-time charge (per person not per charge) at a minimum; best case, it is eliminated.
- Moving Community Service pay level from \$10/hour to the City's own calculation of a livable wage: \$16.38 per hour
- Race identification issue - identified by complainant or by officer currently, and no way to record LatinX other than as Caucasian.
- Ability to Pay formulas (Potentially using trash policy as a guideline)
- Apply the tactics used in this pilot to all other City of Lansing revenue sources to investigate their impact and equity, and add a Return on Investment study for the costs of collecting these debts.

OFFENDER SUCCESS

The mission of the Michigan Offender Success Model is to reduce recidivism by implementing a seamless plan of services, supervision, and opportunities developed with each offender and delivering through by a collaborative effort between the State, the Regions and the local community with the goal of obtaining employment and self-sufficiency. In order to achieve our mission, we are targeting service provision to meet the identified needs of returning offenders, thereby reducing their risk of recidivism and enhancing their employment opportunities and achieving self-support starting with their entry into prison to their transition, reintegration and even the aftercare in the community.

The vision of the Michigan Offender Success Model is that every offender released from prison will have the tools needed to succeed in the community, the opportunities to utilize those tools to be productive, self-sufficient citizens, and the chance to engage and experience the community life.

Vendors		Q1	Q2	Q3	Q4	Total
Peckham	Employ. Readiness Enrollments	23	30	23	15	91
	Job Placements	14	17	12	17	60
	Social Support Enrollments	40	25	32	33	130
MMRS	Cognitive Therapy Enrollments	1	3	2	0	6
Housing Services of Mid-Michigan	Enrollments	17	16	16	12	61
	Exited to residential stability	17	12	9	Not yet available	38*
	6 mos. of residential stability	17	12	16	Not yet available	45*
PATS	Batterer's Intervention Enrollments	2	7	7	1	17

*Data reflects Q1-Q3, Q4 data not yet available

Quarterly Feedback Table*		
	Region 7 Averages	Statewide Averages
Job Placement Rate	52%	48.9%
Average Wage at Entry	\$11.95	\$12.71
Housing Length Stay	91 days	62
Job Retention Rate	44.6%	48.3%

*Data reflects Q1-Q3, Q4 data not yet available

LANSING SAVE

Prior to July 1, 2021, the City of Lansing was responsible for the day-to-day operations of Lansing SAVE, including scheduling monthly financial education lessons in over 100 classrooms, manually reconciling account and deposit data, fund development, and outreach. It is our belief that the OFE should help the city to pilot exciting programs, thus accepting the risk of innovation, seek grant dollars to fund such pilots, and be diligent in capturing results and proof of concept. We also believe that once the program has been proven viable, successful, and impactful, and the path becomes one of long-term sustainability, our role will often move from delivery of programs to that of an investor. Thanks to the What Works Cities: Economic Mobility initiative and our work with Harvard Government Performance Lab, we saw that this path was indeed best for Lansing SAVE. Using the learnings about Results Driven Contracting from our What Works City experience, we worked with Harvard GPL to develop a request for proposals to contract out the daily operations of Lansing SAVE.

On July 1, MSUFCU took over all management of Lansing SAVE, and Capital Area United Way took over fund development. Despite the transition occurring in the midst of district-wide distance learning in a global pandemic, the results are already highly positive.

In the first six months of their contract with the City, United Way increased fundraising for Lansing SAVE over the prior year by 239%. In addition, they partnered with a third Community Champion, Plymouth Congregational Church, serving students in the Green Oaks / Bingham Neighborhoods.

MSUFCU managed to continue providing financial education lessons to every classroom, virtually. MSUFCU also held the annual information night for Lansing SAVE families, Lansing SAVE Night, virtually, which was very well-received (and in some cases, preferred) by parents.

Lansing SAVE Performance Metrics	June 30, 2020	Actual
Average Balance	\$10.08	\$14.08
Participation Rate	28%	26%*
First Time Depositors	496	27*
Fundraising	\$8,968	\$21,415,71
2020 – 2021 FY Total		

*Enrolling a new cohort and not being able to take deposits due to virtual school explains these decreases.

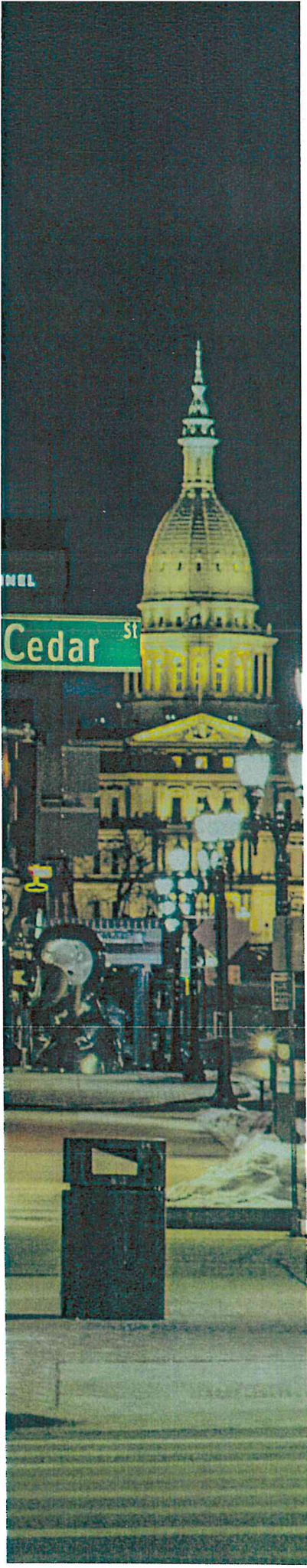
Average deposit of first-time depositors in 2020-2021: \$377

Average balance for a student with a Community Champion: \$42

FINANCIAL EMPOWERMENT CENTER

Outcomes	Q1	Q2	Q3	Q4	Total
Number of sessions completed (Goal 330)	197	111	175	155	638
Number of outcomes (Goal 50)	27	31	13	13	84
Safe, affordable bank accounts opened	9	9	1	1	20
Total Clients served	130	73	102	88	393
New Clients	41	40	56	32	169
Debt Reduction	\$109,860	\$34,285	\$15,236	\$459,944	\$619,325
Increased Savings	\$13,822	\$9,700	\$50,575	\$34,731	\$108,828

The FEC is beginning to see more young adults utilize its financial counseling services. In the past year, the FEC has seen 28 clients ages 18-20 and 33 clients ages 22-24, both significantly higher than past years. The sessions and outcomes are greatly reduced mainly due to the pandemic. However, FEC provided counseling to two (2) clients that purchased and moved into a house.



DEPARTMENT OF NEIGHBORHOODS+ CITIZEN ENGAGEMENT

Director

- DeLisa Fountain

Neighborhood Resource Coordinator

- Robin Anderson-King

Administrative Assistant

- Augustine Martinez

Director, Office of Financial Empowerment

- Amber Paxton

Operations Coordinator, OFE

- Zach Etzin

Community Coordinator, Offender Success

- Charles Rolstch

Program Manager, Financial Empowerment Center

- Velma Kyser

Financial Counselors, Financial Empowerment Center

- Sonia Diallo

- Meghan McComb



CITY OF LANSING

DEPARTMENT OF NEIGHBORHOODS, ARTS, & CITIZEN ENGAGEMENT
OFFICE OF FINANCIAL EMPOWERMENT



FINANCIAL EMPOWERMENT CENTER WARD REPORT

APRIL 2022



Andy Schor, Mayor



**Financial
Empowerment
Center**

*Free One-on-One
Financial Counseling*



CristoRey
Community Center

FINANCIAL EMPOWERMENT CENTER

CLIENT DATA 2020-2022

Since 2020, the Financial Empowerment Center (FEC) at Cristo Rey Community Center has held 1,749 sessions for 460 Lansing residents. During the COVID-19 pandemic, the average sessions per client was 3.8, a 31% increase when compared to the all time average sessions per client. This increase represents the need for sustained financial counseling services during challenging times and highlights the FEC's ability to retain clients as they achieve outcomes over time.

FEC CLIENTELE SNAPSHOT



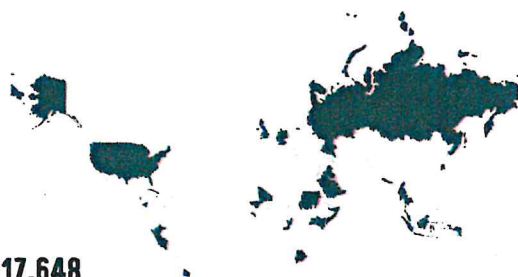
AVERAGE AGE: 41 YEARS OLD

60% FEMALE | 40% MALE

AVERAGE YEARLY HOUSEHOLD INCOME: \$17,648

FROM 25+ COUNTRIES

47% WHITE | 42% AFRICAN-AMERICAN/BLACK | 1% ASIAN



FEC data from January 2020 - April 2022

	CLIENTS	SESSIONS	AVG SESSIONS PER CLIENT
WARD 1	111	392	3.53
WARD 2	106	471	4.44
WARD 3	129	480	3.72
WARD 4	114	406	3.56
TOTAL:	460	1,749	3.80

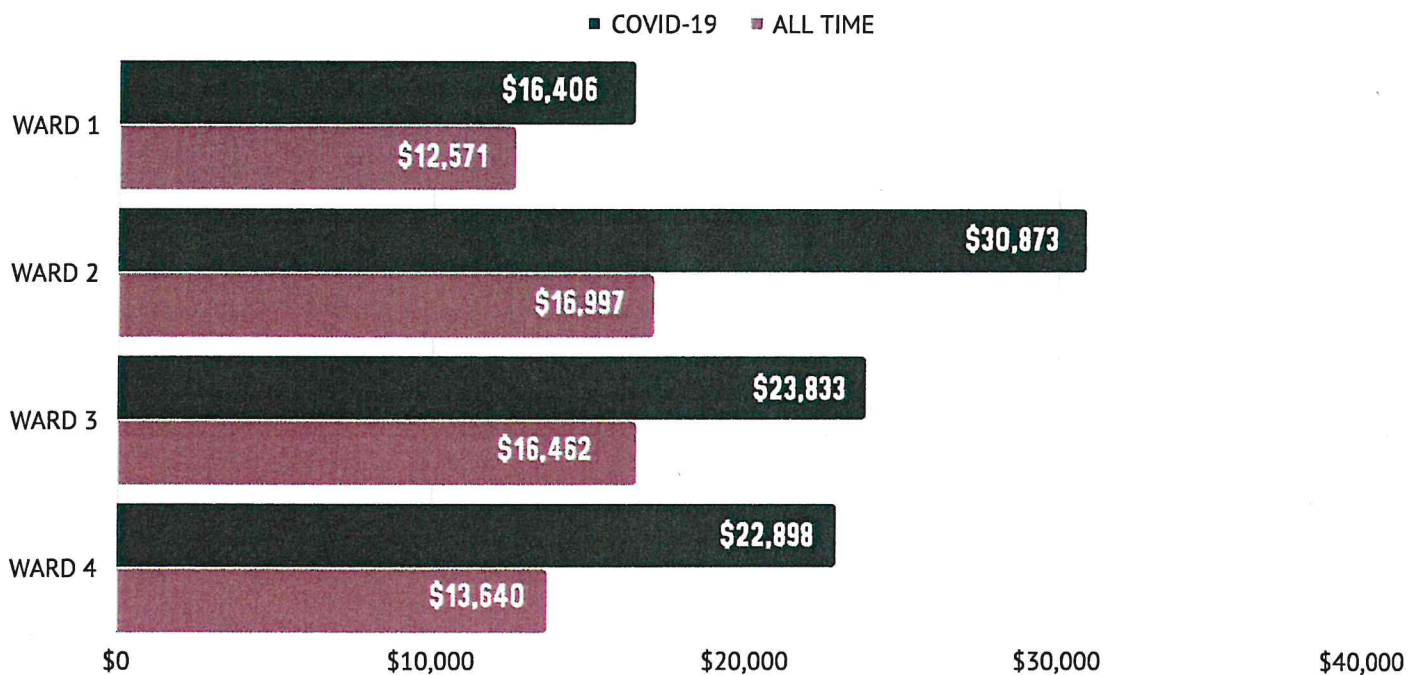
FINANCIAL EMPOWERMENT CENTER

CLIENT DEBT 2020-2022

In the past two years, the FEC has seen the average non-mortgage debt of clients increase, highlighting the financial impacts that the pandemic has had on Lansing residents. Since 2020, the average FEC client has approximately \$23,431.72 in non-mortgage debt, an increase of 59% when compared to all time FEC client data.

AVG NON-MORTGAGE DEBT PER CLIENT

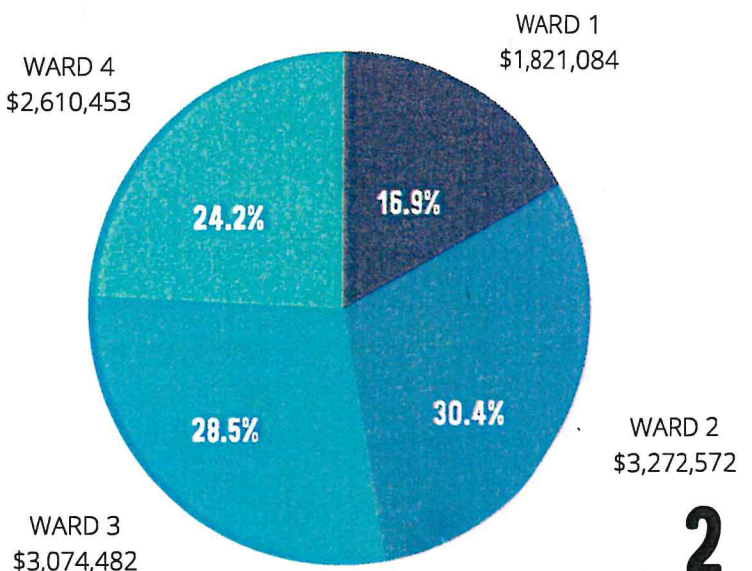
COVID-19 (2020-PRESENT) V. ALL TIME (2013-PRESENT)



NON-MORTGAGE DEBT DISTRIBUTION BY WARD

COVID-19 (2020-PRESENT)

The FEC recognizes that a mortgage is an investment and, therefore, does not include the figure when tracking clients' debt. However, debt for FEC clients has still increased in recent years and can be especially burdensome when compared to the yearly incomes of FEC clients.



FINANCIAL EMPOWERMENT CENTER

CLIENT INCOME & SAVINGS 2020-2022



Department of Human Resources

Description

The Human Resources Department is responsible for many necessary functions for the City of Lansing. Human Resources provide services to all City Departments, employees, retirees, City Unions and the Community. We are instrumental in providing labor law compliance, record keeping, hiring and training, payroll, compensation, health and wellness and safety compliance. Human Resources also prepares job descriptions and ensures proper procedures for review and approval at department levels.

The Department of Human Resources advises the Mayor on policy-related items. The Department develops and updates policies and procedures for the Department and provides a wide range of activities and customer support services to the residents of the City of Lansing, all City Departments, including Lansing City Council, 54A-District Court, Economic Development Corporation, Downtown Lansing, Inc., Lansing Police and Lansing Fire Departments respectively.

Hiring and Classification Section

The Hiring and Classification Section (HCS) is responsible for recruitment, selections, hiring, retention, compensation, various trainings and classification of all City positions. The Hiring Group provides ongoing training to the department managers and supervisors in areas of hiring and selection.

Health and Wellness Section

The Health and Wellness Section administers the City's workers' compensation program and develops safety rules, policies, and safety training citywide, and administers and ensures compliance with federal workplace regulations.

Payroll and Benefits Section

The Payroll and Benefits Section provides services to City employees and retirees, including orientation for new employees.

Employee & Labor Relations Section

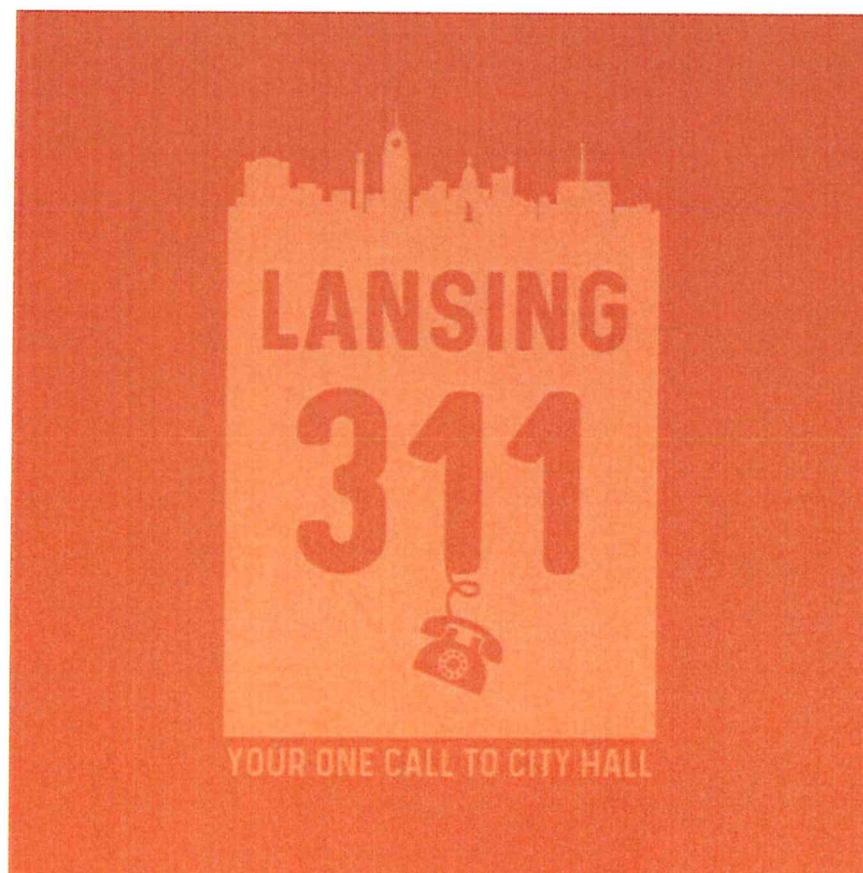
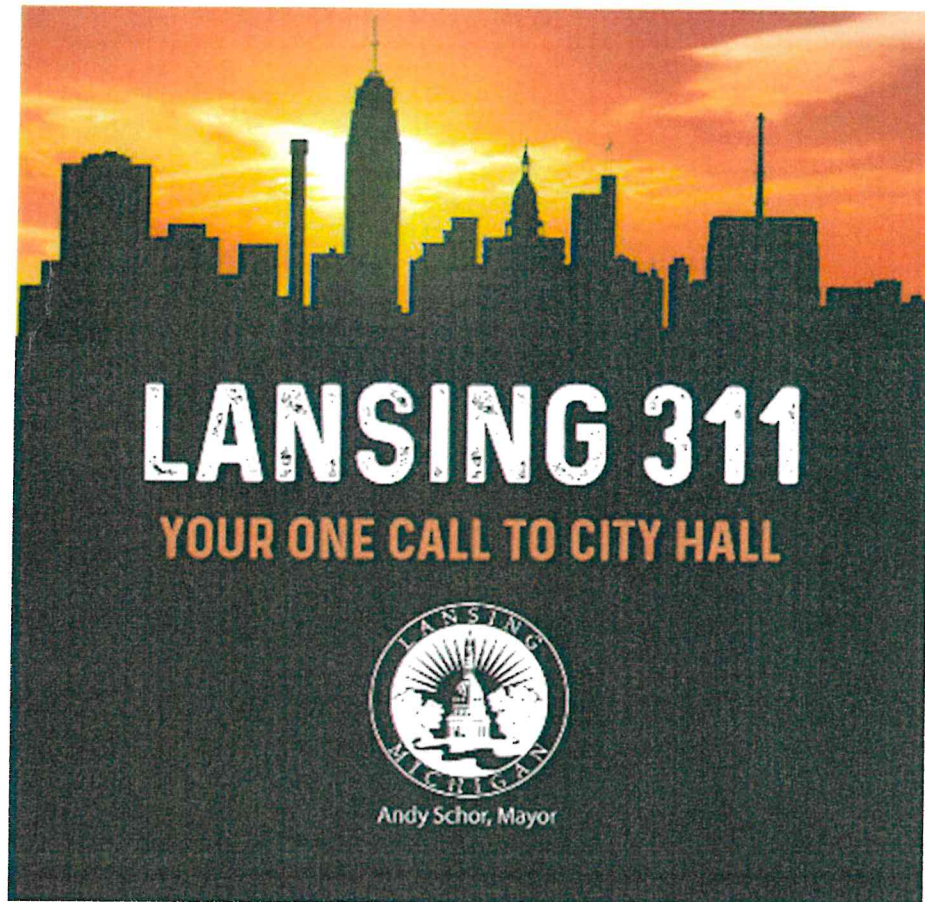
The Employee & Labor Relations section of the Department of Human Resources is tasked with administering the grievance process alongside the Chief Labor Negotiator. This area also investigates employee complaints, provides training and responds to unemployment claims against the City. This section also provides consultations with management with respect to disciplinary matters and CBA presentations.

Human Resources
Fiscal Year July 1, 2022 - June 30, 2023
Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	766,816	921,125	921,125	1,205,136	30.8%
Retirement/Fixed Benefits	455,838	519,110	519,110	404,693	-22.0%
Total Personnel	1,222,654	1,440,235	1,440,235	1,609,829	11.8%
Operating					
Department Operations	762,384	984,048	997,048	985,457	0.1%
Information Technology Charge	104,308	148,098	148,098	128,776	-13.0%
Fleet/Equipment Charge	-	300	300	-	-100.0%
Total Operating	866,692	1,132,446	1,145,446	1,114,233	-1.6%
Total Expenditures	2,089,346	2,572,681	2,585,681	2,724,062	5.9%

Budgetary Explanation

Changes to the Human Resources budget for FY 2023 include the addition of a Deputy HR Director, Hiring Specialist, and Health and Wellness Specialist.



Funding 311:

General Description:

City 311 is a service that benefits the City of Lansing public and assumes part of the workload of our public facing departments. It provides a single-call response for the Lansing public to get answers to their questions without having to navigate the complexities of local government organizational structure (one call to City Hall). This minimizes confusion and frustration while also reducing the customer service workload of our public facing departments.

Why is it being charged this way:

Eventually, City 311 will be charged according to call volume direct to departments as has been discussed over the past few years. Right now, the department is in the process of expanding its services across departments so to not punish departments for early adoption by hoisting an enormous bill of the majority of its expense (and disincentivize departments into not adopting the service to keep department budgets low), this has been allocated across all public facing departments by the same FTE count used for the IT allocation.

Can we charge this any other way?

Yes, we could charge this entirely as a general fund department without charges in department budgets, but this would add an additional \$580k to our annual operating shortfall in the general fund while other funds that benefit from the service would pay nothing at all. We are open to considering different allocation methods, but they all come with financial consequences that may result in us asking for budget concessions to accommodate.

Calls from January 2022 – April 2022 (2192 calls taken)

AGENT	AGENT FIRST NAME	AGENT LAST NAME	CALLS count	HANDLE TIME	Average HANDLE TIME
AGENT GROUP: - (2,192 records)					
Augustine@lansingmi	Augustine	Martinez	12	00:28:20	00:02:22
Bennie@lansingmi	Bennie	Esquivel	382	35:59:50	00:05:43
Eula@lansingmi	Eula	Guyton	343	17:42:17	00:03:06
Jamaal@lansingmi	Jamaal	Abdul-Hameed	327	19:08:43	00:03:33
Leticia@lansingmi	Leticia	Rojas-Caballero	399	20:13:27	00:03:04
Marjani@lansingmi	Marjan	Sakhi	419	12:06:11	00:01:44
mpablo@five9.com	Five9	Test	2	00:02:46	00:01:23
Sandy@lansingmi	Sandy	Martinez-Garcia	307	14:55:37	00:02:56
thomas.singson@five9.com	Thomas	Singson	1	00:00:33	00:00:33
			2192	120:37:44	Avg: 00:03:19
			2192	120:37:44	Avg: 00:03:19

20-Apr-2022

Meet the Lansing 311 Call Center Agents

Sandy –

My name is Sandy. I immigrated from Mexico at 2 years old and am fluent in Spanish.

I am a 29-year-old with two kids (10) & (11). I am attending welding school now.

My careers over the years have ranged from healthcare, customer service and public service prior to joining the City of Lansing 3-11 call center.

I love to help others and love that this job helps me do that.

Eula –

My name is Eula Guyton, and I am a lifetime resident of the Lansing area. I am a former State of Michigan employee, with extensive Call Center experience. I raised my family here and am proud to be a member of the Lansing community. Although I no longer live within the City of Lansing boundaries, I am excited to work in the City for the City's 311 Call Center. I enjoy helping others and find pleasure assisting the members of the Lansing community find answers to their questions and solutions to their issues.

Marjan –

Hello, my name is Marjan when I was three years old, my family moved here from Iran. I'm from New York. I moved to Michigan to attend MSU and began working for the city in HR in May before being transferred to the 311 call center. I can speak in Farsi and English. I really enjoy working for the city it's an amazing environment.

Leticia –

Hi, my name is Leticia, I'm originally from Cuba, I have lived in Lansing for over 20 years and I Love My city and look forward to serving and helping our residents, I worked previously at Peckham at the National Passport Information Center which is a Department of State Contract for almost 9 years where I took calls from all over the country in English and Spanish and I want to bring my knowledge and experience to our 311 call Center.

Bennie -

Hello, my name is Bennie Esquivel, I was born and raised right here in our great city of Lansing. I'm originally from the north end of town and have lived on the south end of town for about 20 yrs. I went to Eastern high school, and I was very sad when they closed that old building down. Coming from a customer service background for the last 14 yrs and being and meeting many fantastic people from all walks of life I hope to now have a chance to speak with, listen, and help people from every corner of this beautiful city I have called home for my whole life. Also being a Spanish speaking citizen, I hope to help reach out to the Latino community and use my experience to help everyone who seeks assistance. It gives me great pride to tell people what I do.

Jamaal –

Hello, my name is Jamaal Abdul-Hameed I am a father of 2 and I was born and raised in Lansing where I attended Woodcreek Elementary school, Dwight Rich middle school, J.W Sexton high school, as well as LCC (Lansing Community College) where I studied psychology and political science. One of my dreams has always been to be a public servant in one way or another as my father (Mujahid Abdul-Hameed) did for over 20 years in the fire department as well as the fire marshal's office and as public relations for the police and fire department until he had to retire from the physical strain of teaching fire safety to children and protecting the public. My mother (Eleanor Abdul-Hameed) also served the public in schools PTA and starting a program in the early to mid-90s working with "at risk" children to try to keep them out of trouble and in school to further their education in the hopes to solidify a positive future for themselves and their future families. My hope is to have the same impact in the lives of the residents in this city as my parents, grandparents (Floyd Eaton, Myrtis Smith) Cousins (DR. Eaton, Greg Eaton) were able to do in one capacity or another. Working in the 311-call center for the city of Lansing allows me to try and accomplish what they have in their lives, and maybe play a bigger role in city or state government with the opportunity that was given by NCE

311 Call center agents continue to engage citizens and help with any information or access to services they need. Below are a few testimonials of these interactions.

Eula – *“I also had a caller who needed to know how much she paid in property taxes. I introduced her to BS&A, walked her through how to use it to figure the amount of taxes she paid, and showed her how to use other features, such as how to use it apply for a permit, how to see what permits were applied previously, how to see previous owners, and how to see special assessments. She was excited to learn that all this information was out there available to the public as she was unaware that this existed. She stated that she would be using BS&A in the future thanks to us!”*

Marjan – *“I got a call from this lady about potholes on the road, and she said that usually when she calls no one answers or if they do, it never gets taken care of, but she said that whenever she calls 311 we're always so polite and put in the issue for her right away, and as soon as we do, the city comes out and takes care of it. She was telling me how she doesn't like to call and be an inconvenience but she loves how quickly we take care of things and how kind we are, and she's grateful that the city devised this system.”*

Sandy – *“Received a call from the Mayor's office looking for help with a Spanish speaking resident who needed help with his living situation. After speaking with the resident and understanding that the apartment he lives in was pink tagged I quickly realized he did not know what this meant for him as a tenant. He mentioned the apartments where he has lived for 21 years has many issues but specifically mentioned the following that directly affected him:*

- *Basement was taped off and the washer and dryer are in the basement – the resident was also concerned about what he would do in case of a weather emergency if he cannot access basement.*
- *Front door is broken and has not been fixed, door will not close all the way*
- *Oven door was removed and never replaced*
- *Rat and Mice infestation*

In addition to this unfortunate situation the resident also had recently been let go at his job. He mentioned he and his wife are elderly and he did not know how much more he could take. After helping him calm down and talking with him we were able to get him help through the Tri-County Office On Aging, as well as with Legal Aid to help with a possible escrowing of his rent. The conclusion of the call was with him and his wife in tears and expressing how grateful they were to have help in their language and thankful they can call us anytime with questions and when they need help in the future”

Jamaal – *“I can't really say it was one interaction with a caller that would show how useful good customer service from the 311-call center is, but I can speak on several interactions with callers was a helpful experience for them. I often hear how great is to not only get a person on the phone and not feel rush off as if it is a bother to gather the information for a resident, but also taking the time to find the proper information for them. I've heard residents say that they've been calling the city for years and speaking to us was one of if not the most pleasant*

experiences they've had with dealing with the city, as though the person on the other end of the call cares about helping that individual get what they're looking for. Even when non-residents call, we will still help them find what they are looking for and take the time to listen and explain to them where they may need to go next or who they might need to contact for that matter. People have also appreciated the time we take with them to help navigate the city website and show all the resources that are available to them with a click of the mouse. Many have said not only did they not know the city had a website, but with those that simply weren't comfortable with or just weren't clear how the website functioned. They were glad to not only speak to a person, but to have that person take the time to show them the ins and outs was meaningful and showed that the city wanted to move to a more personable engagement with the surrounding community, to ensure communication with our residents are set to a higher standard."

Bennie – *"wow, someone answered the phone" and "I didn't know this site existed, but that does make it easier". I hear these statements often and I feel like this is very positive for everyone involved because when somebody gets off the phone and feels like they have been served well, that makes the difference in their confidence in us. People are usually happy when they get a person on the line and that person helps them find the answer, big or small. However, I come from a customer service background and sometimes we're going to get the not so happy calls, or honestly, the angry calls. These calls are a bit more challenging but come with the biggest reward.*

An example would be Chris. Chris called about a crosswalk, and the button that makes the crosswalk light change. That button was in a bad place and out of reach for him and his girlfriend who are both bound to wheelchairs. Chris was frustrated because he had called different numbers before with no answer or someone did answer, and nothing ever came about. After getting clipped by a truck while trying to cross the same intersection and needing to get a new wheelchair because of it he called us. So here at 311, we did some digging around and to his surprise and pleasure I was able to call him back a couple of days later and give him a time and date of when the project would start and if he had any other concerns to call us back.

Another example is a caller was already on the city website trying to report an issue. She was very frustrated, saying that the "report an issue" section did not work. It was a pothole she wanted to report and although I told I could do it for her she insisted she wanted to do it. So, I guided her step by step through the report and after she said "okay, that wasn't that hard".

These calls, where we can go the extra step with the call back, or take the time on the phone, change a person's negative experience into a positive one makes all the difference. In the end we get that "thank you, you've been a great help", and that's alright. "

Leticia – *"I'm not a good storyteller, I just remember an elderly woman who called because she needed property tax information for her records since she has lost her bill and was not able to use a computer so she was very happy and grateful that we were able to give her just what she was looking for over the phone."*

Public Service Department

Description

The Public Service Department is organized into six distinct divisions (Engineering, Business, Permits and Technology, Operations and Maintenance, Fleet Services, Property Management, and Waste Water Treatment Plant) that are responsible for engineering, transportation, construction, right-of-way permitting, city fleet maintenance, maintenance of city property, operation and maintenance of roads, bridges, sidewalks, and storm and sanitary sewers within the city of Lansing, including the Waste Water Treatment Plant and pump stations. The Operations and Maintenance Division also operates the City's Capital Area Recycling and Trash (CART) program. The Engineering Division also provides general engineering support and oversight to other City departments.

Activities of the Department are primarily supported through: General Fund, Act 51 Fund (Major and Local Streets Special Revenue Fund - Gas Tax), Sewage Disposal System Enterprise Fund (sewer bills), trash collection fees, and recycling fees.

Additional funding may be utilized, as available, from bond proceeds and interest on existing bond issuances, Federal E.P.A. and Transportation Funds, Michigan Department of Transportation and Michigan Department of Environment, Great Lakes, and Energy Grants, State Revolving Loan Funds, the Lansing Building Authority, Tax Increment Finance Authority, Special Assessments, and the City's Community Development Block Grant.

Engineering (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

The Infrastructure and Environment Group is responsible for the oversight of all infrastructure design and construction contracts in the City necessary to maintain, upgrade, expand and install infrastructure associated with the storm sewer, sanitary sewer, non-motorized road and sidewalk systems. This group reviews and approves site plans for development projects. It also administers several programs regulated by the State of Michigan such as: Biennial Bridge Inspections, Soil Erosion and Sedimentation Program, Street Rating (PASER), ACT51 Reporting, and Environmental Clean-up Projects.

In addition, the city's largest infrastructure and environmental program, the Wet Weather Program (comprised of the CSO, SSO, and Storm water Phase II permit programs) is managed out of this group.

The Transportation and Non-Motorized group guides the operational design of reconstructed streets using the Complete Streets model and oversees implementation of the city's non-motorized plan and sidewalk gap closure and repair program. This group also develops the traffic sign program for the city and manages all city traffic signals and school zone flashers, evaluates intersection traffic control, speed limits, parking regulations, and roadway lane configurations, develops traffic control plans for special events, and prepares school operational and safety studies and a wide variety of other traffic operations evaluations and reports. The Transportation and Non-Motorized group is also responsible for CAD and GIS within the Public Service Department.

(continued)

Public Service Department

Description

Business, Permits and Technology (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

The Public Service Department is the largest City department by size and budget in the City. It is important that the business conducted within the department is coordinated amongst all of the Divisions and therefore offering better service to our customers. The Business, Permits and Technology Division combines the Public Service budget coordination, permitting, soil erosion enforcement, snow on sidewalk program, accounts payable, accounts receivable, administrative support and department wide technology efforts, into one workgroup.

The right-of-way (ROW) is managed by this division by its issuance of all ROW permits to private contractors and utility companies that need to perform work in the right of way. This Division also provides permitting and inspection for the Soil Erosion and Sedimentation and Control Program, sidewalk and drive approaches, sewers, and special transportation. This group has a focus on improving our communication with our customers and general advancements of technology and its use and deployment throughout the department.

Operations and Maintenance (O&M) (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund, trash fees, and recycling fees):

The O&M Division is generally considered to be the backbone of the City. The Division is responsible for maintaining the city's infrastructure and delivering quality city services. The Division is divided into seven sections: Surface, CART (Capital Area Recycling and Trash), Streets, Sewer, Grounds, Forestry, and Administrative.

The State of Michigan contracts with the City to maintain 44 miles of state trunklines and provides funding within the Major Streets Fund for: maintenance and repairs to roadways, winter maintenance, right of way mowing, and traffic control systems on state trunklines.

Surface

The Surface Section is responsible for maintaining city surface infrastructure, alleys, and parking areas. Funding sources include the Parking Fund, Major and Local Street Funds, and the General Fund. Funded activities include operating the O&M yards and facilities, maintaining surface infrastructure (e.g. guard rails, signs), graffiti abatement, compost facility operations, internal city department refuse service, ROW trash violation abatement, street sweeping, gravel street maintenance, alley maintenance, sign shop field operations, special event traffic control and barricading, placing radar speed trailers and message boards, fall leaf removal from the streets, and winter maintenance activities. The Surface Section is the one stop source for traffic control and barrier placement, providing routine and emergency support to the Transportation Unit, the Lansing Fire Department and the Lansing Police Department.

(continued)

Public Service Department

Description

Capital Area Recycling and Trash (CART)

The Recycling Fund supports curbside collection of a range of recyclable materials and organic yard waste for compost, serving residences with four or less units. Under ordinance, larger residential complexes, and commercial and industrial operations are required to recycle and the Department is charged with oversight of this activity. The City's transition to a single recycling stream collection method, where all recyclables are collected in one container in the collection truck, has continued to be an enormous success.

The Trash Fund supports the Operations and Maintenance Division's weekly trash collection throughout the City, including Blue Cart trash service and bulk trash removal.

Affordable Blue Cart trash service is available on a subscription basis, and includes a city provided container and weekly collection service; service is available by calling the Department and is billed quarterly. Bulk trash removal is also available to dispose of large refuse items by purchasing a bulk sticker from local merchants or the City. Services are funded from quarterly billing for Blue Cart container services and bulk sticker sales.

Streets

The Street Section maintains city streets and sidewalks using the Major and Local Street Funds for street repairs, and utility cut fees and the General Fund for sidewalk maintenance. Funded activities include resurfacing, skin patching, asphalt spray patching, potholing, crack sealing, utility cut repairs, concrete curb repair, sidewalk repairs and winter maintenance. Maintenance work is coordinated and prioritized by working closely with the Engineering Division.

Sewer

The Sewer Section maintains the city sanitary and storm sewer collection system using sewer funds for sanitary sewer maintenance and the General Fund for storm sewer maintenance. Funded activities include sewer cleaning and repair, structure repair, catch basin cleaning, bypass pumping, flood control, sewer televising, emergency response, inspection and winter maintenance.

Forestry and Grounds

The Grounds Section maintains city green spaces, cemeteries, trees, and park infrastructure. Funding sources include the General Fund, Major and Local Street Funds. Funded activities include mowing (for all City jurisdictional properties: ROWs, parks, cemeteries, and parking lots), cemetery operations, ornamental area planting, support to leisure services, parks infrastructure maintenance, forestry operations (hazard tree removal, hazard mitigation, planting and nursery operations) and winter maintenance.

(continued)

Public Service Department

Description

Administrative

The Administrative Section is responsible for customer service, accounting functions and performance tracking of all activities within the Division. The section coordinates the administrative needs of other sections and provides a direct link between the public and the services performed by the Operations and Maintenance Division. On an annual basis this section handles over 22,000 phone calls from the public, dispatches field staff to more than 3,500 locations to address citizen concerns and responds to more than 3,900 requests for special services from the CART section. They manage payroll and personnel issues for full time Teamster and UAW employees and UAW seasonal employees. They also service over 8,300 Trash Cart customers. Through meticulous data management procedures they ensure that the activities of the Division are properly recorded, reported, and where applicable, reimbursed by other departments, agencies or individuals the division supports.

Waste Water Treatment Plant (WWTP) (Major supporting funds: Sewage Disposal System Enterprise Fund):

The City's Activated Sludge Wastewater Treatment Plant is the fifth largest in the State of Michigan. It is a high-tech facility with a comprehensive computerized control system. This system can remotely control many functions of outlying pump stations, process controls, and other WWTP functions. This process has allowed the WWTP to optimize staff size and focus attention on maintaining the plant equipment necessary to serve our customers. Currently the plant processes an average daily flow of 14 million gallons of sewage.

The WWTP laboratory is responsible for daily testing of influent flows, evaluating the plant's in-process removal of pollutants, and confirming plant effluent compliance with the National Pollution Discharge Elimination System (NPDES) limits.

The WWTP staff is responsible for operating and maintaining 28 sanitary sewer pump stations ranging in capacity from less than 100,000 gallons per day to over to 66,000,000 gallons per day. The WWTP staff is also responsible for operating and maintaining four storm water pumping stations in the city. Other programs that are managed within this division are the Industrial Pretreatment Program (IPP) and the Residuals Management Plan (disposal of plant solid waste by Landfilling dewatered sludge or Land Applying lime stabilized sludge; i.e., BioSolids). The WWTP and its environmental processes continue to be among the most regulated programs in the State of Michigan. Sound sewerage system infrastructure is imperative for maintaining proper environmental standards and to preserve public health and safety.

Fleet Services Division (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

Fleet Services is responsible for preventative maintenance and repair of all vehicles and equipment owned by the City. The fleet is divided into two categories to help manage it. We have approximately 550 "rolling stock" vehicles (rolling stock is a unit that is capable of moving itself down the road) and approximately 500 pieces of equipment (used for maintenance throughout the City). Additionally, we are responsible for purchasing and disposal of units with the assistance of the City's Purchasing Department.

(continued)

Public Service Department

Description

Property Management Division

The Property Management Division is responsible for managing the City of Lansing's properties. The City of Lansing owns approximately 750 properties which includes approximately 223 buildings. The Division is directly responsible for 75 buildings and 59 other properties.

Property Management staff are available 24 hours a day for emergencies and provide support to many special events. The Division provides facility planning and utility services for over 40 special events a year. Some of the more popular ones are: Downtown Lansing Inc. Frost Fest, Lansing Board of Water and Light Chili Cook Off, Old Town Commercial Festival of the Moon and Sun, City of Lansing 4th of July event, Common Ground Music Festival and the City of Lansing Mosaic Festival. This includes providing power, lights, water, sewer, and other work necessary to make the special events happen. The Division also works with other City of Lansing departments, other outside governmental agencies, private companies or businesses to help make the special events a success for all participants.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
<u>Public Service</u>					
General Fund Public Service	10,811,196	12,677,987	12,677,987	12,571,351	-0.8%
Major Streets Fund	17,653,559	17,015,675	17,015,675	14,660,925	-13.8%
Local Streets Fund	9,116,088	11,410,135	11,410,135	10,278,162	-9.9%
Sanitary Sewer Fund	34,705,475	42,050,477	42,350,477	44,024,000	4.7%
Garbage & Rubbish Fund	2,328,649	2,330,785	2,330,785	2,737,500	17.4%
Recycling Fund	4,280,599	5,145,379	5,145,379	5,050,692	-1.8%
Engineering Internal Service Fund	3,891,800	4,861,281	4,861,281	5,145,800	5.9%
Fleet Internal Service Fund	8,944,275	10,439,153	10,439,153	10,151,200	-2.8%
Total Expenditures	91,731,641	105,930,872	106,230,872	104,619,630	-1.2%

Budgetary Explanation

Information for the Public Service Department's various funds is provided in the following pages.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
General Fund Public Service

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,334,827	2,021,689	2,021,689	2,026,983	0.3%
Retirement/Fixed Benefits	1,030,418	1,258,637	1,258,637	968,978	-23.0%
Total Personnel	2,365,244	3,280,326	3,280,326	2,995,961	-8.7%
Operating					
Department Operations	7,312,708	7,889,489	7,889,489	8,032,266	1.8%
Information Technology Charge	86,728	101,409	101,409	92,824	-8.5%
Fleet/Equipment Charge	427,728	578,500	578,500	524,000	-9.4%
Public Service Engineering	618,787	828,263	828,263	926,300	11.8%
Total Operating	8,445,951	9,397,661	9,397,661	9,575,390	1.9%
Total Expenditures	10,811,196	12,677,987	12,677,987	12,571,351	-0.8%

Budgetary Explanation

No significant operation changes are budgeted directly in the Public Service Department general fund budget for FY 2023.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Major Streets Special Revenue Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,693,471	2,061,116	2,061,116	1,774,900	-13.9%
Retirement/Fixed Benefits	1,446,565	1,348,412	1,348,412	1,336,815	-0.9%
Total Personnel	3,140,036	3,409,528	3,409,528	3,111,715	-8.7%
Operating					
Department Operations	1,288,666	1,753,073	1,753,073	1,746,883	-0.4%
Fleet/Equipment Charge	518,674	697,500	697,500	757,000	8.5%
Public Service Engineering	811,585	1,377,718	1,377,718	1,411,800	2.5%
Total Operating	2,618,924	3,828,291	3,828,291	3,915,683	2.3%
Capital	8,061,880	4,980,000	4,980,000	4,300,000	-13.7%
Debt Service	749,964	797,857	797,857	472,525	-40.8%
Transfer to Local Streets	3,082,755	4,000,000	4,000,000	2,861,002	-28.5%
Total Expenditures	17,653,559	17,015,675	17,015,675	14,660,925	-13.8%

Budgetary Explanation

No significant operation changes are budgeted directly in the Major Streets special revenue fund budget for FY 2023.

Capital project funding is listed in the Capital Improvement section of this budget document.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Local Streets Special Revenue Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,508,046	2,121,387	2,121,387	1,857,608	-12.4%
Retirement/Fixed Benefits	1,383,288	1,394,322	1,394,322	1,382,331	-0.9%
Total Personnel	2,891,334	3,515,709	3,515,709	3,239,939	-7.8%
Operating					
Department Operations	760,630	1,027,277	1,027,277	817,315	-20.4%
Fleet/Equipment Charge	1,146,943	1,230,000	1,230,000	1,350,000	9.8%
Public Service Engineering	527,448	895,493	895,493	931,900	4.1%
Total Operating	2,435,021	3,152,770	3,152,770	3,099,215	-1.7%
Capital	2,996,659	3,856,000	3,856,000	3,320,000	-13.9%
Debt Service	493,074	885,656	885,656	619,008	-30.1%
Transfers	300,000	-	-	-	
Total Expenditures	9,116,088	11,410,135	11,410,135	10,278,162	-9.9%

Budgetary Explanation

No significant operation changes are budgeted directly in the Local Streets special revenue fund budget for FY 2023.

Capital project funding is listed in the Capital Improvement section of this budget document.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Sanitary Sewer (Wastewater) Enterprise Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	3,767,211	5,011,765	5,011,765	4,965,858	-0.9%
Retirement/Fixed Benefits	3,150,343	3,149,717	3,149,717	2,501,041	-20.6%
Total Personnel	6,917,554	8,161,482	8,161,482	7,466,899	-8.5%
Operating					
Department Operations	6,953,066	5,769,364	5,769,364	6,135,642	6.3%
Information Technology Charge	183,492	198,630	198,630	180,629	-9.1%
Fleet/Equipment Charge	1,080,942	885,000	885,000	485,000	-45.2%
Public Service Engineering	1,011,356	1,708,264	1,708,264	1,380,800	-19.2%
City 311 Service	-	-	-	93,904	
Total Operating	9,228,856	8,561,258	8,561,258	8,275,975	-3.3%
Capital	6,069,974	11,657,000	11,657,000	15,077,000	29.3%
Debt Service	12,489,091	13,670,737	13,670,737	12,904,126	-5.6%
Return on Equity	-	-	300,000	300,000	
Total Expenditures	34,705,475	42,050,477	42,350,477	44,024,000	4.7%

Budgetary Explanation

No significant operation changes are budgeted directly in the Sewer enterprise fund budget for FY 2023 except for the restored Return on Equity payment to the general fund (eliminated in 2017).

Capital project funding is listed in the Capital Improvement section of this budget document.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Trash Enterprise Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	619,551	806,844	806,844	677,000	-16.1%
Retirement/Fixed Benefits	588,409	468,928	468,928	464,895	-0.9%
Total Personnel	1,207,960	1,275,772	1,275,772	1,141,895	-10.5%
Operating					
Department Operations	546,142	470,618	470,618	637,405	35.4%
Fleet/Equipment Charge	525,640	410,000	410,000	360,000	-12.2%
Public Service Engineering	48,907	174,395	174,395	198,200	13.7%
Total Operating	1,120,689	1,055,013	1,055,013	1,195,605	13.3%
Capital	-	-	-	400,000	
Total Expenditures	2,328,649	2,330,785	2,330,785	2,737,500	17.4%

Budgetary Explanation

No significant operation changes are budgeted directly in the Trash enterprise fund budget for FY 2023 except for \$400k set aside for vehicles.

Capital project funding is listed in the Capital Improvement section of this budget document.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Recycling Enterprise Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,181,316	1,513,009	1,513,009	1,352,900	-10.6%
Retirement/Fixed Benefits	1,108,170	1,025,739	1,025,739	1,016,918	-0.9%
Total Personnel	2,289,485	2,538,748	2,538,748	2,369,818	-6.7%
Operating					
Department Operations	997,916	1,420,370	1,420,370	1,528,574	7.6%
Fleet/Equipment Charge	703,658	675,000	675,000	655,000	-3.0%
Public Service Engineering	50,000	176,689	176,689	297,300	68.3%
Total Operating	1,751,574	2,272,059	2,272,059	2,480,874	9.2%
Capital	-	-	-	200,000	
Debt Service	239,539	334,572	334,572	-	-100.0%
Total Expenditures	4,280,599	5,145,379	5,145,379	5,050,692	-1.8%

Budgetary Explanation

No significant operation changes are budgeted directly in the Recycling enterprise fund budget for FY 2023 except for \$200k set aside for vehicles.

Capital project funding is listed in the Capital Improvement section of this budget document.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Engineering Internal Service Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,418,955	2,327,704	2,327,704	2,512,888	8.0%
Retirement/Fixed Benefits	1,339,977	1,408,185	1,408,185	1,163,980	-17.3%
Total Personnel	2,758,932	3,735,889	3,735,889	3,676,868	-1.6%
Operating					
Department Operations	260,915	266,550	266,550	273,719	2.7%
Information Technology Charge	810,698	814,076	814,076	773,848	-4.9%
Fleet/Equipment Charge	12,540	34,766	34,766	28,000	-19.5%
City 311 Service	-	-	-	383,365	
Total Operating	1,084,153	1,115,392	1,115,392	1,458,932	30.8%
Capital	48,714	10,000	10,000	10,000	0.0%
Total Expenditures	3,891,800	4,861,281	4,861,281	5,145,800	5.9%

Budgetary Explanation

No significant operational changes are budgeted directly in the Engineering budget for FY 2023.

Public Service
Fiscal Year July 1, 2022 - June 30, 2023
Fleet Internal Service Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,743,978	2,429,499	2,429,499	2,626,082	8.1%
Retirement/Fixed Benefits	1,656,535	1,702,488	1,702,488	1,264,593	-25.7%
Total Personnel	3,400,513	4,131,987	4,131,987	3,890,675	-5.8%
Operating					
Department Operations	3,092,390	3,795,598	3,795,598	2,459,107	-35.2%
Information Technology Charge	266,229	210,044	210,044	174,631	-16.9%
Fleet/Equipment Charge	20,766	20,000	20,000	42,000	110.0%
Public Service Engineering	50,266	96,376	96,376	98,600	2.3%
Total Operating	3,429,650	4,122,018	4,122,018	2,774,338	-32.7%
Capital	1,787,148	1,508,000	1,508,000	3,010,000	99.6%
Debt Service	326,964	677,148	677,148	476,187	-29.7%
Total Expenditures	8,944,275	10,439,153	10,439,153	10,151,200	-2.8%

Budgetary Explanation

The FY 2023 budget for the City Fleet doubles the existing fleet replacement budget from \$1.5M to \$3.0M.

Parks and Recreation

Description

The Department of Parks and Recreation creates community through people, parks and programs. The mission of the Parks and Recreation Department is to enhance the quality of life through the preservation and maintenance of park lands, the provision of quality leisure time activities, and the provision of special facilities which would otherwise not be available to the Lansing residents. The Department accomplishes this mission in the following ways:

- Organization of youth, adult, and senior citizen recreational programming in parks, community centers, schools, swimming pools, nature center, and historic home.
- Regular maintenance of all parks and natural areas owned by the City of Lansing, including maintenance of Lansing's urban forest areas through regular cycles of tree planting, fertilization, and trimming.
- Providing burial services and cemetery maintenance at the City's three municipal cemeteries.
- Providing public golf opportunities at Groesbeck Golf Course which support recreational and league play in the area
now managed by the Lansing Entertainment and Facilities Authority (LEPFA).
- Supporting youth through the teaching of life-skills through The First Tee of Mid-Michigan program at Sycamore Creek Golf Academy.
- Provision of special recreation facilities such as Ranney Skate Park, Soldan Dog Park, Gier Park BMX Bicycle Track,
Cooley Gardens, Frances Park Rose Garden and the Lansing River Trail linear park.
- Sustaining working partnerships with the Lansing School District, Ingham County Parks and Recreation, Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund, Michigan Department of

Organization

The Parks and Recreation Department consists of four separate divisions:

Administration

The Administration Division includes Management and Business Administration, Park Design, Planning and Research, and the staff support for park and pavilion rentals, event planning and support services for both the General Fund and the Enterprise Fund programs. The Management and Business Administration section is responsible for the salary, hourly, Temporary Employment Agreements, and seasonal payroll and time cards. This section also processes procurement card reconciliations, accounts payable and receivable, and processes paperwork for yearly employee evaluations and step increases.

(continued)

Parks and Recreation

Organization (continued)

Field Services

Funding for Field Services which includes; Forestry, Grounds and Landscape Maintenance, and Athletic Field and Pool Maintenance, is located in this part of the budget. Staffing for these activities now resides in the Public Service Department. Below is a description of these services.

The Forestry Section of the Field Services Division is responsible for maintenance of safe and healthy trees in City parks and on City streets. Care includes trimming and removal of dead, damaged or diseased trees and limbs from these areas. They also maintain and stock a city nursery, which provides trees for residential streets, parks, cemeteries, and golf course plantings as needed. Grounds & Landscape Maintenance Section is responsible for care and maintenance of turf, shrubs, ornamental trees and flowers, as well as planting new growth for the next season. They also handle repair of tables, benches, signs and playground equipment, as well as ice and snow removal on trails, parking areas, and park sidewalks during the winter season. Athletic Fields and Pool Maintenance is responsible for the maintenance of City athletic fields and the public outdoor pools at Hunter and Moores Parks, as well as Cemetery burials and grounds maintenance (see Cemetery Fund).

Leisure Services

The Leisure Services Division operates recreation programs at four Community Centers (Gier, Foster, Letts, Schmidt), Special Recreation Services (Hunter and Moores Swimming Pools, Kids Camp, City Wide Special Events and Therapeutic Recreation) and Lifetime Sports. The division also operates specialized facilities such as the Turner-Dodge House (historic home) and the Fenner Nature Center. Programming at the Fenner Nature Center is conducted by the Fenner Conservancy.

Golf Operations

The Sycamore Driving Range and Practice Facility is operated by The First Tee of Mid-Michigan, and is located at 1526 E. Mount Hope Avenue. This program provides quality instruction on the game of golf for youth and adults. The First Tee of Mid-Michigan operates the driving range, which is open to the public for practice.

Facilities

Programmed recreation sites are Letts, Gier, Schmidt and Foster Community Centers; Groesbeck Golf Course; Sycamore Golf Academy and Driving Range; Lansing River Trail; Moore's Park and Hunter Park swimming pools; Fenner Nature Center; the Turner-Dodge House; Davis, Gier, Ranney, Sycamore, Davis and Kircher Park ball fields. We have several neighborhood parks and athletic fields throughout the city where recreation programming occurs throughout the year. We also provide several facilities for rental which includes Frances Park Rose Garden and overlook, and Cooley Gardens.

Parks and Recreation
Fiscal Year July 1, 2022 - June 30, 2023
Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
<u>Parks and Recreation</u>					
General Fund Parks & Recreation	6,493,817	9,017,392	9,017,392	9,380,212	4.0%
Cemeteries	698,717	866,025	866,025	922,650	6.5%
Golf Fund	2,242,194	88,000	88,000	100,000	13.6%
Parks Capital Improvements	682,602	1,638,000	1,638,000	1,843,000	12.5%
Total Expenditures	10,117,330	11,609,417	11,609,417	12,245,862	5.5%

Budgetary Explanation

Information for the Parks and Recreation Department's various funds is provided in the following pages.

Parks and Recreation
Fiscal Year July 1, 2022 - June 30, 2023
General Fund Parks and Recreation

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	2,659,243	4,007,204	4,007,204	3,998,555	-0.2%
Retirement/Fixed Benefits	1,478,439	1,959,948	1,959,948	1,760,599	-10.2%
Total Personnel	4,137,682	5,967,152	5,967,152	5,759,154	-3.5%
Operating					
Department Operations	1,766,455	2,424,424	2,424,424	2,460,576	1.5%
Information Technology Charge	173,374	157,386	157,386	161,749	2.8%
Fleet/Equipment Charge	416,306	468,430	468,430	933,000	99.2%
City 311 Service	-	-	-	65,733	
Total Operating	2,356,135	3,050,240	3,050,240	3,621,058	18.7%
Total Expenditures	6,493,817	9,017,392	9,017,392	9,380,212	4.0%

Budgetary Explanation

No significant operation changes are budgeted directly in the Parks and Recreation general fund budget for FY 2023.

Parks and Recreation
Fiscal Year July 1, 2022 - June 30, 2023
Municipal Cemeteries Enterprise Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	306,235	387,702	387,702	370,365	-4.5%
Retirement/Fixed Benefits	166,584	169,996	169,996	157,368	-7.4%
Total Personnel	472,819	557,698	557,698	527,733	-5.4%
Operating					
Department Operations	225,898	280,327	280,327	318,917	13.8%
Fleet/Equipment Charge	-	-	-	48,000	
Total Operating	225,898	280,327	280,327	366,917	30.9%
Transfers	-	28,000	28,000	28,000	0.0%
Total Expenditures	698,717	866,025	866,025	922,650	6.5%

Budgetary Explanation

No significant operation changes are budgeted directly in the Cemetery enterprise fund budget for FY 2023.

Parks and Recreation
Fiscal Year July 1, 2022 - June 30, 2023
Municipal Golf Courses Enterprise Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Operating					
Department Operations	2,242,194	88,000	88,000	100,000	13.6%
Total Operating	2,242,194	88,000	88,000	100,000	13.6%
Capital	-	-	-	-	
Total Expenditures	2,242,194	88,000	88,000	100,000	13.6%

Budgetary Explanation

Most of the changes for FY 2023 are supporting LEPFA's operation of the City's golf facility.

FY 2022/2023 Use of Park Millage Funds

RESOURCES

FY 2018/2019 Parks Millage (1 mill of City's operating levy)	2,430,000
	<u>2,430,000</u>

USES

Subsidies

Cemetery Fund Subsidy	450,000
Golf Fund Subsidy	100,000
Kids Camps (General Fund)	37,000
Amount Used for General Fund Operations & Maintenance	<u>587,000</u>

Capital Projects

Grant Match	600,000
Parks Paving Projects	481,000
Playground Equipment/Renovations	374,500
Washington Park Pavilion	100,000
Tree Planting/Replanting	75,000
Residential Tree Program	75,000
Foster Park Placemaking/Drive	75,000
Cemetery Repairs	37,500
Fulton Park Overlook	25,000
	<u>1,843,000</u>

Total Parks Millage Uses

2,430,000

A description of the above-referenced capital projects is available in the Capital Improvements Projects (CIP) section of this budget document.

General Fund
Fiscal Year July 1, 2022 - June 30, 2023
Non-Departmental Expenditures & Transfers

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Operating Subsidies to Other Funds/Related Entities:					
Cemeteries Fund (Parks Millage)	Parks Sale	540,000	540,000	450,000	-16.7%
Golf Fund (Parks Millage)	Parks Sale	85,000	85,000	100,000	17.6%
Stadium Fund	999,304	820,000	820,000	486,731	-40.6%
State & Federal Grant Matches	-	350,000	350,000	263,000	-24.9%
Downtown Lansing Inc.	93,000	85,000	85,000	85,000	0.0%
Total Operating Subsidies	1,092,304	1,880,000	1,880,000	1,384,731	-26.3%
Transfers to Other Funds for Capital Improvements:					
Capital Improvements Fund	-	884,000	884,000	350,000	-60.4%
Parks Millage Fund (Parks Millage)	80,000	1,663,000	1,663,000	1,843,000	10.8%
Road/Sidewalk Millage - Roads	2,042,000	2,350,000	2,350,000	2,430,000	3.4%
Road/Sidewalk Millage - Sidewalks	300,000	-	-	-	
Total Transfers	2,422,000	4,897,000	4,897,000	4,623,000	-5.6%
City-Supported Agencies					
Advance Peace	-	240,000	ARPA	ARPA	
Arts And Culture Grants	75,000	167,500	167,500	ARPA	
Efforts Supporting My Lansing/MBK	500	20,000	20,000	20,000	0.0%
Sister City	-	-	-	20,000	
LEAP Support	15,000	15,000	15,000	15,000	0.0%
Community Corrections Advisor	-	13,000	13,000	13,000	0.0%
Greater Lansing Safety Council	-	12,000	12,000	12,000	0.0%
	90,500	467,500	227,500	80,000	
Debt Service					
Debt Service	1,364,380	990,020	990,020	987,100	-0.3%
Other Non-Departmental					
Contingency	-	300,000	-	-	-100.0%
MRJEA	-	-	300,000	-	
Library Lease	157,650	135,000	135,000	136,150	0.9%
Total Expenditures	4,969,184	8,234,520	7,994,520	7,074,831	-14.1%

Human Relations and Community Services

Description

The Human Relations and Community Services (HRCS) Department pursues City Charter and Ordinance mandates to address basic human services needs and help cultivate a community climate of diversity, equity and nondiscrimination. The Department strives to improve the quality of life for all Lansing citizens by providing leadership to address urgent community issues such as the resolution of homelessness, food insecurity, health care, affordable housing, infant mortality, youth prevention programs, and refugee resettlement.

HRCS Responsibilities

The Department's Human Services focus works in partnership with community coalitions to evaluate community needs, develop grant proposals or programming, and oversee contracts to distribute City funding to address urgent needs. The Department administers Federal Housing and Urban Development (HUD) Continuum of Care (CoC), City Emergency Solutions Grants (ESG) and acts as Fiduciary for MSHDA ESG funds through sub-contracts with local agencies, providing monitoring and technical assistance. HRCS is the designated CoC Lead and Homeless Management Information System (HMIS) Lead Agency tracking homeless services. The Human Relations' focus provides mediation to address community disputes and complaints, and monitors City compliance with laws and ordinances to ensure social equity.

Leveraging Funds

The Department administers Human Services Funding as outlined in the City Charter and ensures the funds are disbursed in a coordinated and efficient manner. These funds are an excellent return on investment, leveraging at least ten (10) times the original amount through other funding that comes back into the community. HRCS assists other City departments and local agencies in identifying resources, completing grant applications and leveraging funding from multiple sources to address community needs. HRCS brings divergent groups together as partners to pool scarce resources to address unmet needs. Priority needs are defined by City Charter as:

- **Basic Needs:** Food, shelter, clothing, transportation, child care, housing assistance and legal help for indigent persons.
- **Life Skills:** Mentoring, academic enhancement, social competency, literacy, conflict resolution, parenting skills development, structured recreation, and self-sufficiency for people with disabilities.
- **Employability Development:** Job readiness and retention, job seeking skills, vocational training, job site development and placement activities.
- **Health/Mental Health:** Health care access, crisis intervention, dental care, prescription medications, health promotion, counseling, substance abuse prevention, safety promotion, hospice and respite care.

Assessing Needs

The Department assesses human services needs within the community, develops priorities, and assures the use of City funds is appropriate and consistent with identified priorities. The Human Relations and Community Services Advisory Board, composed of Lansing residents, provides the citizen's perspective to the Department, fostering mutual understanding and respect among all groups in the city while helping to identify community needs and resources. HRCS periodically holds public forums and invites interested community members and applicant agencies to discuss community needs and services gaps that help determine funding priorities.

(continued)

Human Relations and Community Services

Assessing Needs (Continued)

The HRCS Department promotes an agency clustering model, whereby agencies providing similar services are encouraged to partner on mutual projects, thus reducing cost inefficiencies and duplicative efforts. Agencies are encouraged to participate in Meet the Need, a community coordination tool bridging the faith community with human services agencies to help meet local needs.

Food Security

The HRCS Department supports a monthly Mobile Food Pantry and senior site food drop, staffed by volunteers, through a contract with the Greater Lansing Food Bank.

Children and Youth are assisted through the "Feed Greater Lansing's Children Program" distributing healthy lunches and food boxes to families who would otherwise go without during the school district's six weeks of school breaks. This program helps offset State budget cuts toward family assistance grants and food supplements.

Elder Abuse and Financial Exploitation

The HRCS Department developed an Elder Abuse Coordinated Community Response Team in partnership with the Lansing Police Department, Prosecutor's Office, End Violent Encounters, Inc., the Tri-County Office on Aging and Adult Protective Services. This has created a comprehensive system to respond to and prosecute elder abuse, provide victim advocacy, emergency shelter and transitional housing for older victims of abuse. The Elder Abuse Coordinated Community Response Team of area victim services providers remains in the community to plan ongoing prevention strategies, educate the community and provide a systemic response to elder abuse.

Citizen Assistance

HRCS is the City of Lansing's focal point for citizens seeking help with all types of human services needs providing information, referral and direct assistance as needed. Staff is trained as mediators who may assist residents in resolving neighborhood conflicts or disputes prior to seeking legal action or contact with the courts.

Non-Discrimination and Equal Opportunity

The Department is charged with the enforcement of Charter and Ordinance Human Relations mandates which prohibit discrimination on the basis of protected characteristics, against persons seeking employment, housing, and the use of public facilities. These include labor standards such as the federal Davis Bacon Prevailing Wage Act for City construction projects, as well as Fair Housing enforcement, and the Human Rights

The Department is mandated to ensure City compliance with, and handle complaints related to, the Equal Employment Opportunity Act, the Americans with Disabilities Act, Section 504, and Child Labor Law.

Complaint Investigation

HRCS houses the Police Commission Investigator who conducts independent intake and review of citizen complaints against the Lansing Police Department that may allege inappropriate and/or discourteous actions by police personnel.

City Supported Agencies and Events

Through HRCS, the City contracts with a variety of community agencies to support other essential programs such as diversion for first time offenders, economic development, educational enhancement, recreation and the Arts, which enhances the quality of life for Lansing citizens.

Human Relations and Community Services
Fiscal Year July 1, 2022 - June 30, 2023
Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	466,599	1,114,539	1,114,539	1,177,255	5.6%
Retirement/Fixed Benefits	526,863	633,376	633,376	492,118	-22.3%
Total Personnel	993,462	1,747,915	1,747,915	1,669,373	-4.5%
Operating					
Department Operations	71,002	92,335	92,335	92,428	0.1%
Information Technology Charge	84,750	89,844	89,844	81,017	-9.8%
Fleet/Equipment Charge	233	4,000	4,000	-	-100.0%
Total Operating	155,985	186,179	186,179	173,445	-6.8%
Total Expenditures	1,149,447	1,934,094	1,934,094	1,842,818	-4.7%
Basic Human Services ⁽¹⁾	1,182,042	1,665,000	2,425,040	1,814,000	8.9%
Addressing Racial Justice and Equity ⁽²⁾	-	135,000	135,000	146,000	8.1%
Total Basic Human Services	1,182,042	1,800,000	2,560,040	1,960,000	8.9%

⁽¹⁾1.25% of General Fund Revenues

⁽²⁾0.10% of General Fund Revenues

Budgetary Explanation

No major operational changes are included in the HRCS budget for FY 2023..

HRCS General Grant Fund Applications 22-23	Historical	Recommendations for 22-23
AGENCY	21-22 Award Amount (Current)	HRCS Recommendations Based on Finance estimate of \$1,960,000
Active Living for All /Helping Hands Respite	15,000	25,000
Advancement Corporation	New	20,000
Advent House Ministries - HOPE	15,000	15,000
Advent House Ministries - PSH	10,000	10,000
Advent House Ministries - WDS	30,000	30,000
Allen Neighborhood Center	26,400	26,400
Apex Academy	13,000	18,000
Big Brothers Big Sisters - MI Capital Region	25,000	20,000
Boy Scouts of America	0	2,500
Boys & Girls Club of Lansing	55,000	55,000
Building Child & Family Initiatives (BCFI)	16,800	17,000
Capital Area Community Services	45,000	45,000
Capital Area Housing Collaborative	New	30,000
Capital Area United Way - 211	10,000	10,000
Care Free Medical/Dental Inc., City of Lansing	55,000	65,000
Child and Family Charities- CAP	10,000	10,000
Child and Family Charities- Gateway Division	25,000	25,000
Child and Family Charities- Lansing Teen Court	6,000	6,000
CMH CEI-Bridges Crisis Unit	50,000	50,000
CMH CEI -Recovery Center	30,000	40,000
Cristo Rey Community Center	30,000	30,000
Eastside Community Action Center After School	10,000	10,000
Eastside Community Action Center- Off the Streets	New	30,000
EVE, Inc.	28,000	28,289
First Presbyterian Church	5,000	5,000
Girl Scouts Heart of Michigan	7,000	7,000
Greater Lansing Food Bank	6,000	6,000
Habitat for Humanity Capital Region-Access Ramp	New	3,000
Habitat for Humanity Capital Region-Critical Home Repair	25,000	25,000
Habitat for Humanity Capital Region-Home Ownership	45,000	40,000
Helping Women Period	23,400	25,000
His Healing Hands Urgent Care Center	25,000	25,000
Holy Cross-HELP	31,259	40,000

AGENCY	21-22 Award Amount (Current)	HRCS Recommendations Based on Finance estimate of \$1,960,000
Holy Cross-New Hope Overnight Shelter	100,000	90,000
Hospice of Lansing-Bereavement/Stoneleigh Residence	8,000	8,000
Hospice of Lansing-Respite Care	5,000	5,000
Ingham County, City of Lansing- CCAB	15,000	15,000
International Humanitarian Services	15,000	20,000
Justice In Mental Health Organization	7,000	7,000
Legal Serv. Of South Central Mich	65,000	75,000
Loaves & Fishes	25,000	20,000
LPD Explorer Post	2,000	2,000
Michigan Dyslexia	5,000	5,000
Mid-Michigan Recovery Services	25,000	28,000
Northwest Initiative	25,000	25,000
Old Newsboys Association	10,000	10,000
Peckham	New	20,000
REACH Studio Art Center-Truck	12,000	12,000
REACH Studio Art Center-Teen Program	New	12,000
Refugee Development Center	30,000	50,000
Resolution Services Center of Central MI	10,000	10,000
Retired Senior Volunteer Program (RSVP)	11,000	15,000
Salvation Army	20,000	20,000
St. Stephens Community Church	New	18,000
St. Vincent Catholic Charities -refugee program	10,000	10,000
St. Vincent DePaul Society of Lansing-Utilities	45,000	25,000
The Davies Project for Mid-Michigan Children	30,000	30,000
The Fledge Foundation	New	25,000
The Listening Ear	8,000	8,000
Tri-County Office on Aging - Meals on Wheels	10,000	10,000
Umoja House	New	15,000
Walk in Truth Ministries	New	25,000
YMCA of Metro Lansing	15,000	15,000

TOTALS

1,180,859	1,424,189
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Equity Grant	146,000
Other- NEXT PAGE	389,811
	1,960,000

AGENCY	21-22 Award Amount (Current)	HRCS Recommendations Based on Finance estimate of \$1,960,000
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Other Department Categories

TRI COUNTY OFFICE ON AGING CONSORTIUM DUES	75,000
HUMAN SERVICES DISCRETIONARY	45,316
GRANT MATCH FUND	10,000
YOUTH RFP 14-19	15,000
INTERNAL COLLABORATIONS PARKS AND REC	12,000
SUBSIDIZED EVICTION PREVENTION	18,000
HOUSEHOLD STABILITY	15,000
COMMUNITY PROBLEM SOLVING	15,000
KIDS CAFÉ NUTRITION	20,000
CHRONIC HOMELESS OUTREACH	12,000
EMERGENCY FOOD ASSISTANCE	25,000
LANSING COMMUNITY CONNECT	10,000
SUCCESS FOR SCHOOLS	117,495
HRCS SUBTOTAL	389,811

Police Department

Description

The mission of the Lansing Police Department is to maintain order, preserve public safety and foster a better quality of life, making our city a better place to live, work and visit.

Vision Statement

Building partnerships and utilizing innovative strategies for a safer, stronger community.

Department Goals

- Reduce crime, reduce repeat calls for service and increase citizen satisfaction by delivering quality police service in a lawful, sensitive, safe and professional manner in order to protect life, property and maintain public peace.
- Prevent crime and maintain order through police action; targeting specific problems.
- Enhance organizational excellence through education, training and technology.
- Identify and analyze problems, explore alternative solutions, and encourage regional cooperation.
- Create and maintain open lines of communication to promote partnerships with our community.
- Encourage and support citizen involvement and leadership to improve the quality of life at the neighborhood level.
- Employ personnel that meet standards of professional excellence and represent the diversity of our community.
- Promote job satisfaction, open communication, and team building through employee participation in decision making.
- Sanctity of Human Life
- Reduce violent crime through pro-active policing through a focused intelligence and data lead policing philosophy.

To accomplish our mission, LPD will embrace a community-based, problem-oriented, data-driven policing strategy that emphasizes, the use of problem-solving techniques, community policing and a reliance on data to identify threats, measure the results of our interventions, and to hold ourselves accountable; to each other and to our community.

Police Department operations involve logistical support from Four Divisions; Administrative Division, Patrol Division, Investigations Division and the Staff Services Division. Each Division had a Captain that oversees police operations for those divisions. The Patrol Division Captain is responsible for all uniformed officers including Sector Officers, School Resource Officers, and Canine Team. Traffic Unit and Community Policing Officers (CPO's). The Investigations Division Captain oversees Detectives, C.S.I, S.T.A.R.T., DIVE, Special Operations Division, and the Violent Crime Initiative (VCI). The Administrative Division Captain oversees, Detention, Training, Grants, Accounting Services, Staff Services Captain oversees the Property and Supply Unit, Electronic Equipment Maintenance Unit, Hiring and Recruiting, Technical Services, as well as Records and Identification. The Internal Affairs Unit and Public Information Director reports directly to the Chief of Police.

(Continued)

Police Department

Description

Forfeiture Fund (drug law fund) consists of monies and other assets seized and forfeited in the process of enforcement of anti-drug laws. The Special Operations Division confronts the difficult issues involved in narcotic trafficking, vice, organized crime, and criminal gangs. The Special Operations Section works with our law enforcement partners at both the state and federal levels. These partnerships include the United States Attorney's Office, the Ingham County Prosecutor's Office, the Federal Bureau of Alcohol Tobacco and Firearms, the Federal Drug Enforcement Agency, the Internal Revenue Service, the Federal Bureau of Investigations, the United States Department of Agriculture, Health and Human Services, the Michigan State police, and local law enforcement agencies.

LPD's proposed budget ensures that all core services remain intact, all while enhancing community policing initiatives such as the Citizen Police Academy, G.R.E.A.T., and Neighborhood Engagement Events. LPD will continue to strengthen its regional partnerships with crime fighting and prevention strategies along police legitimacy and use of force training.

Police Department
Fiscal Year July 1, 2022 - June 30, 2023
Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
<u>General Fund</u>					
Department Operations	24,875,976	26,309,472	26,403,086	27,829,388	5.8%
Retirement/Fixed Benefits	16,851,912	19,366,418	19,366,418	19,149,511	-1.1%
Information Technology Charge	2,412,851	2,685,321	2,685,321	2,776,955	3.4%
Fleet/Equipment Charge	1,544,743	1,550,000	1,550,000	1,825,000	17.7%
<u>Drug Forfeiture Funds</u>					
Federal	151,686	204,000	204,000	-	-100.0%
State/Local	522,158	-	10,000	222,000	
Tri-County Metro	662,328	-	552,000	701,000	
Total Expenditures	47,021,654	50,115,211	50,770,825	52,503,854	4.8%

Budgetary Explanation

\$3.645 million of the Lansing Police Department is funded by a voter-approved 1.5 mill property tax millage. Information for the Lansing Police Department's funds is provided in the following pages.

Police Department
Fiscal Year July 1, 2022 - June 30, 2023
General Fund Department

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	21,773,547	22,805,162	22,805,162	24,181,142	6.0%
Retirement/Fixed Benefits	16,851,912	19,366,418	19,366,418	19,149,511	-1.1%
Total Personnel	38,625,459	42,171,580	42,171,580	43,330,653	2.7%
Operating					
Department Operations	3,102,429	3,504,310	3,597,924	3,648,246	4.1%
Information Technology Charge	2,412,851	2,685,321	2,685,321	2,776,955	3.4%
Fleet/Equipment Charge	1,544,743	1,550,000	1,550,000	1,825,000	17.7%
Total Operating	7,060,024	7,739,631	7,833,245	8,250,201	6.6%
Total Expenditures	45,685,482	49,911,211	50,004,825	51,580,854	3.3%

Budgetary Explanation

The Police budget for FY 2023 includes an Assistant Police Chief position created in FY 2022 as well as the addition of a Public Information Coordinator and Principal Clerk to take over front Central Record duties currently overseen by Cadets.

Police Department
Fiscal Year July 1, 2022 - June 30, 2023
Federal Drug Enforcement Special Revenue Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Fund Expenditures					
Operating	91,235	174,000	174,000	-	-100.0%
Capital	60,451	30,000	30,000	-	-100.0%
Total Expenditures	151,686	204,000	204,000	-	-100.0%

Budgetary Explanation

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of case settlement and awards.

Police Department
Fiscal Year July 1, 2022 - June 30, 2023
State/Local Drug Enforcement Special Revenue Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Fund Expenditures					
Operating	519,596	-	10,000	168,000	
Capital	2,562	-	-	54,000	
Total Expenditures	522,158	-	10,000	222,000	

Budgetary Explanation

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of case settlement and awards.

Police Department
Fiscal Year July 1, 2022 - June 30, 2023
Tri-County Metro Drug Enforcement Special Revenue Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Fund Expenditures					
Operating	563,305	-	476,500	616,000	
Total Expenditures	563,305	-	476,500	616,000	

Budgetary Explanation

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of case settlement and awards.

These questions below are from some of the questions covered by Individual Council Members within the Budget hearing during the Committee of the Whole that need additional clarification in the form of written responses for documentation purposes.

Note – Some of the questions had a thorough response by staff during the presentation, but a written response is being requested to make sure the most complete response can be provided to Council Members.

Consequently, to allow more time to review the responses by Council Members it is requested that you provide written responses by email for the following questions before the next scheduled budget hearing.

Please, coordinate with the other departments to gather the written responses for documentation and clarification purposes.

These responses will be provided to the Council Members for their review and/or consideration.

General Overview (Fees, Revenues, Fringe) – COW – 4-11-2022

- 1) **Q: Patricia Spitzley: What was the amount in dollars of the recreation marijuana revenue received later from the State of Michigan that was not included in the proposed budget?** The city received just over \$900k, which is \$550k more than budgeted for FY 2022
- 2) **Q: Patricia Spitzley: Could you provide a recap of the time period and amount that has been provided in regards the HRCS Rental Assistance program(s) so far, and within the proposed budget?** The first grant was accepted in March 2021 and since then the City has spent more than \$50M of these funds (which has expanded to approximately \$70M across two grant awards).
- 3) **Q: Jeremy Garza: Could you provide clarification of what parts of activities ARPA funding can be used in relation to Local Street Repair activities? (i.e., sewer repair, etc.)** None. Necessary investments in water, sewer and broadband are eligible.
- 4) **Q: Patricia Spitzley: Could you provide clarification and your current roles and titles within the City of Lansing as assigned for Desiree Kirkland and Jake Brower?** Finance Director and Treasurer, Deputy Finance Director/Budget Director
- 5) **Q: Carol Wood: Based on the proposed budget there is an expected increase trend in income tax revenue from the prior year. Is this income tax trend expected to continue in the future and sustainable based on your analysis?** There us a nominal increase, but overall fairly flat growth is estimated for next year.
- 6) **Q: Carol Wood: Could you provide additional clarification with the decrease in Fire Protection Grant revenue within the proposed budget?** This is based on actuals received in FY 2022. This amount is variable based on actual Fire Department expenditures for a given year.
- 7) **Q: Carol Wood: What is the estimated recreation marijuana revenue in the next fiscal year that is expected?** For the FY 2023 budget proposal submitted prior to the recent distributions, we had kept the projection flat at \$350k. However, if it remains constant from FY 2022 that would be an additional \$550k for the City's projected reserves.
- 8) **Q: Carol Wood: What line items within the current proposed budget that are using or supplemented by the use of ARPA funds?** For revenue loss, this would be used to pay for eligible expenditures such as public safety payroll and other explicitly permitted allowable uses. Other

uses of ARPA dollars are included in the Mayor's proposal, which includes Advance Peace, Neighborhood Grants, and Arts/Culture grants.

- 9) **Q: Carol Wood: Could you provide additional clarification of what and if any of the General Fund reserve fund balance is estimated to be used within the current budget proposal? We are proposing \$0 change for FY 2023, which would maintain reserves at 12% of expenditures accounting for the proposed FY 2022 budget amendment.**
- 10) **Q: Carol Wood: Could you provide additional clarification of the General Fund reserve fund balance that was used in the prior year?** The City fund balance grew in FY 2021 due to the result of favorable variances, expenditure savings within departments, and significant one time grants from the Federal Government. We are proposing to use this surplus to allow the City to reduce its structural deficit over time as opposed to spending the entire \$25M reserved for revenue loss in a single fiscal year.

Community Development Block Grant – 5 Year Plan and Annual Action Plan – COW – 4-11-2022

- 1) **Q: Carol Wood: What is the time frame and/or deadline for City Council has to pass the CDBG 5 Year Plan?**
- 2) **Q: Brian Jackson: Could you provide detail for clarification purposes of how was public input and/or feedback was gathered in regards CDBG 5 Year Plan? (i.e., forums, meetings, etc.)**

Information Technology – COW – 4-11-2022

- 1) **Q: Carol Wood: Could you explain for clarification purposes how the IT allocation line items are determined and/or assigned to the individual departments? (i.e., methodology used)** Starting with the entire IT budget, we remove department specific charges (ie things only one, two, or a few department use). Those charges are charged to affected departments as part of their IT Allocation. Remaining IT budget is split in half. ½ is allocated to departments based on number of users and ½ is allocated to departments based on number of computers.
- 2) **Q: Carol Wood: Who is currently the Department that is responsible for the 311 program that is proposed within the current budget and is this going to change and/or transition in the future?** 311 is part of Department of Neighborhoods, Arts, and Citizen Engagement and there is no plan to change that at this time.
- 3) **Q: Carol Wood: Could you provide a cost allocation by department for the 311 program and the methodology used for determining and/or assigning to the individual departments? (i.e., methodology used) - this will be a separate email**

Economic Development & Planning – COW – 4-11-2022

- 1) **Q: Patricia Spitzley: Could you provide clarification with regards to the LEPFA increase in funding in the proposed budget from the prior year?**
A: Finance/Budget, LEPFA, and the Mayor's Office would have to speak to the increase in the LEPFA funding in the FY2023 budget.
- 2) **Q: Patricia Spitzley: Could you provide clarification with regards to the new proposed structure of bring pass thru contracted entities staff in house with regards to Economic Development Activates? (i.e., LEAP, LEDC, etc.)**

A: Though information was presented to Council already regarding the change in the EDC/LEAP contract, more information will be presented as part of the EDC's budget presentation directly to Council. Essentially, however, the cost of economic development services will not change significantly. The City will provide financial support to the EDC as it has in the past. The EDC,

however, will not be engaging with LEAP via a contract for staffing/support services, and will instead be managing those expenses directly.

3) Q: Carol Wood: Could you provide clarification with regards to the additional position for Code Compliance with regards to being a cost neutral position?

A: As our Code Enforcement Officers spend much of their time doing housing inspections (and some time writing up violation citations), we anticipate that additional inspection and citation fees will assist with offsetting the actual cost of this additional position.

4) Q: Carol Wood: What is the estimated Parking Reserve Fund ending balance projected within the current proposed budget?

A: Finance/Budget would have to speak to the fund balance of the Parking Fund.

5) Q: Adam Hussain: What are the total positions by position type within Code Compliance currently and as a result of proposed budget additions?

A: Currently, there are 10 Code Enforcement Officer and 4 Premise Inspectors budgeted, in addition to 1 Manager and 4 Clerical. The Mayor's proposed budget includes the addition of 1 additional Code Enforcement Officer.

6) Q: Jeremy Garza: What position are not currently filled within Code Compliance? (i.e., vacancies, etc.)

A: All budgeted positions are currently filled; however, we do have one employee currently out on a short-term leave. We expect them to return soon.

Fire – COW – 4-11-2022

1) Q: Carol Wood: Could you provide clarification with regards to increase in time to acquire new equipment (i.e, Ambulance, Fire Truck, etc.) because of current market conditions?

2) Q: Carol Wood: Could you provide a breakdown from the previous year with regards to Ambulance fees collection rate and utility rate of the fee waiver program?

3) Q: Patricia Spitzley: Could you provide clarification in regard to your activities pertaining with Facility improvements and/or replace?

4) Q: Adam Hussain: Could you provide clarification with regards to the current equipment storage by facilities and/or future plans with regards to equipment storage?

5) Q: Jeremy Garza: Could you provide clarification about the increase on Ambulance use that resulted from the new McLaren facility location?

City Attorney – COW – 4-11-2022

1) Q: Carol Wood: Could you provided clarification with regards to the new position(s) described on page 68 of the proposed budget within the City Attorney Office? that changes to the FY 2023 budget include incorporating the Assistant City Attorney - Council Liaison position as well as a parttime Legal Assistant to the District Court.

Finance Department – COW – 4-11-2022

- 1) **Q: Patricia Spitzley: Could you provide clarification of contracted position(s) and time framed used within Finance? (i.e., Contract Position for Bank Reconciliation)** Finance has one contracted person helping with the bank reconciliations and she is schedule to be here through the end of this fiscal year.
- 2) **Q: Peter Spadafore: Could you provide an update on the progress and future plans on allowing for Online tax reporting within Treasury?** We were working to expand the online processing but we ran into some problem and therefore this is delayed until next tax year.
- 3) **Q: Carol Wood: Could you provide clarification and/or breakdown of the ARPA funds received and used and the current balance of ARPA funds?** We received the first trached of roughly \$24.9 on August the 5, 2021, is the same plus interest earnings.
- 4) **Q: Carol Wood: Could you provide clarification on the ARPA funds not used with regards to placement of these funds? (i.e., Money Invest, Bank Accounts, etc.)** as of today, nothing used
- 5) **Q: Carol Wood: Could you provide details of pay that has been paid by program(s) to First Responders with regards to additional funds from Federal and State sources in the prior year and upcoming year for clarification purposes?** Nothing has been paid to First Responders
- 6) **Q: Carol Wood: Could you provide details of why First Responders have not received ARPA funds used regarding pay as other communities and/or relation with negotiations and/or other factors for clarification purposes?** We a still waiting the verification of who and how much each should receive.

Account/City 311	Notes		FTE Allocation		
101.112101.743311.00000		City Council	3.73%	37,562	
101.112120.743311.00000	Internal Function	Internal Audit	0.00%	-	N/A
101.172250.743311.00000		Neighborhoods & Citizen Eng.	1.24%	12,521	
101.172300.743311.00000		Mayor	4.04%	40,692	
101.172310.743311.00000	City TV (output, not in	Community Media	0.00%	-	
101.172320.743311.00000		Financial Empowerment	0.93%	9,390	
101.172400.743311.00000		City Clerk	3.73%	37,562	
101.172601.743311.00000		Economic Development & Planning	7.78%	78,253	
101.172610.743311.00000		Code Compliance	4.67%	46,952	
101.172710.743311.00000		Finance	1.40%	18,856	Adding Adj from DLI
101.172720.743311.00000		Assessors	3.11%	31,301	
101.172730.743311.00000		Treasury & Income Tax	4.35%	43,822	
	Internal Function	Human Resources	0.00%	-	
	Internal Function	City Attorney	0.00%	-	
	Internal Function	Public Service Building Maintenance	0.00%	-	
	911, not 311	Police	0.00%	-	
	911, not 311	Fire	0.00%	-	
	See Engineering	Public Service O&M	0.00%	-	
	211, not 311	Human Relations & Comm. Services	0.00%	-	
101.783810.743311.00000		Parks & Recreation	6.53%	65,733	
760.132201.743311.00000	Independent Agency	54-A District Court	0.00%	-	
249.172610.743311.00000		Building Safety	5.60%	56,342	
298.173904.743311.00000		Downtown Lansing Inc.	0.00%	-	
585.453640.743311.00000		Parking	4.98%	50,082	
590.453670.743311.00000		Public Service WWTP	9.33%	93,904	
6303130-743311	Internal Function	Information Technology		-	
643.453623.743311.00000	Internal Function	Fleet	0.00%	-	
645.453603.743311.00000	Add O&M	Public Service Engineering/Administration	38.57%	383,365	Round
			GF	422,644	
			Non GF	583,693	
			Total	<u>1,006,337</u>	

Account	GL Desc	Object Desc	Technical Review
601.CTY311.702000.0000C	CITY 311	SALARIES	386,670
601.CTY311.715300.0000C	CITY 311	FRINGE BENEFITS - FIXED	276,556
601.CTY311.715400.0000C	CITY 311	FRINGE BENEFITS - VARIABLE	158,040
601.CTY311.741000.0000C	CITY 311	MISCELLANEOUS EXPENSE	15,000
601.CTY311.743720.0000C	CITY 311	INFORMATION TECHNOLOGY ALLC	165,071
601.CTY311.747000.0000C	CITY 311	TRAINING	5,000
			<u>1,006,337</u>

- 1) Q: Carol Wood: Could you provide clarification with regards to increase in time to acquire new equipment (i.e, Ambulance, Fire Truck, etc.) because of current market conditions?
 - a. Currently, due to many factors such as work force shortages, supply chain issues, raw material acquisitions and a increase in orders due to available federal funding, there has been a dramatic increase in the order to delivery time of Emergency Vehicles. Ambulances have gone from a six-month build to delivery, to a 12 to 16 month time span. Fire Engines have gone from six to nine months build to delivery, to a 22 to 30 month time span. Ladder trucks are being quoted up to a 3+ year turnaround time. An additional factor is the inflationary cost for a new Ambulance, Engine or Truck has gone up more than 25% over the past two years and is forecasted to potentially be another 15%-25% by summer.
- 2) Q: Carol Wood: Could you provide a breakdown from the previous year with regards to Ambulance fees collection rate and utility rate of the fee waiver program?
 - a. Calendar year 2021 \$11,501,153.25 Billed, \$3,939,502.45 Collected (34% coll. Rate)
 - i. 4,462 cases for \$906,157.09 of debt written off; 353 case were specific hardship adjustments/write offs.
- 3) Q: Patricia Spitzley: Could you provide clarification in regard to your activities pertaining with Facility improvements and/or replace?
 - a. Regarding facilities, we have four very specific facilities in critical need
 - i. Fire Station 42 (N. Grand River) – There are no separate shower facilities for men and women and the sleeping area is a dormitory. There is no proper safe storage for fire turnout gear. Additionally, one of the two truck bay doors is too short to fit ambulances or most of our fire fleet in.
 - ii. Fire Station 48 (Marshall St.) – There are no separate shower facilities for men and women and the sleeping area is a dormitory. There is no proper safe storage for fire turnout gear.
 - iii. Training tower/classroom – Training tower has been condemned because of structural issues and is currently being taken down. The class room is very dated and small with poor HVAC.
 - iv. Fire Station 49 – Numerous issue: Needs new roof; Major HVAC issues; There are no separate shower facilities for men and women and the sleeping area is a dormitory; There is no proper safe storage for fire turnout gear; Sewer and boiler issues;
 - b. These projects, last fall, were estimated by an outside firm to cost between \$11M and \$13M dollars to fix and replace all the above issues. We have been in discussion with the Mayor's office on funding these facility priorities and are looking at many options including but not limited to Grants, Bonds, General Funds and public/private partnerships. We have not established a definitive plan at this time.
- 4) Q: Adam Hussain: Could you provide clarification with regards to the current equipment storage by facilities and/or future plans with regards to equipment storage?
 - a. LFD currently has two storage facilities for our Logistics division, 3708 Pleasant Grove and SWOC. Currently we are reviewing the inventory of equipment and disposing of out dated and unrepairable equipment. After this is complete, we will be reviewing our needs as to building space for our Logistics Division. The goal is to have a functional and properly sized facility in a single location. The difficulty with plans going forward is the Pleasant Grove Building meets our general needs for functionality but is a little too small and in a poor location. The SWOC location meets our needs for size and location but would need many

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upgrades for functionality. As of right now, we are not looking at moving or abandoning either of these facilities, just consolidation and more effective use of both.

5) Q: Jeremy Garza: Could you provide clarification about the increase on Ambulance use that resulted from the new McLaren facility location?

- a. The relocation of McLaren did not change the call volume on our ambulances. It did increase the number of miles traveled and increased our transport times and turnaround times. We have had an increase in transport time of 11% over the first month since the move and 15% in mileage. This also increase the overall time one of our ambulance is committed to the call.**

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



WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 28, 2022, the Mayor submitted a proposed budget for the 2022/2023 fiscal year, which spans from July 1, 2022 through June 30, 2023; and

WHEREAS, the City Council held a series of televised public hearings to review the Mayor's budget recommendations, and a community input session on May 10, 2022; and

WHEREAS, in accordance with the City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on May 9, 2022, for the fiscal year 2022/2023 budget and capital improvements program, and the proposed levy for taxation; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues by source, and amounts appropriated to defray expenditures and meet the liabilities for the City for the ensuing fiscal year; and

WHEREAS, Sec. 9901 of the American Rescue Plan Act of 2021 includes \$130.2 billion for local governments to respond to the COVID-19 public health emergency or its negative economic impacts, including the provision of government services to the extent of the reduction of revenue relative to the revenues collected in the most recent full fiscal year prior to the emergency.

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2022/2023, which must include all policies to be carried forward into the current fiscal year;

NOW, THEREFORE, BE IT RESOLVED that 19.44 mills be levied under the General Property Tax Act for the fiscal year for City Operating; and

BE IT FURTHER RESOLVED that 0.26 mills be levied under the Section 475 of Public Act 40 of the State of Michigan, as amended, and such revenue be used to pay for the cost of drain improvements including a portion of the assessment from the Montgomery Drainage District to the City for the Montgomery Drain improvements; and

BE IT FURTHER RESOLVED that the following changes to the City's fees and charges be adopted:

Fee Proposed	From Current FY 2022	To Proposed FY 2023
Parks & Recreation Department - Schmidt Community Center		
Schmidt Full Gym Rental - Non-sport	New	80.00
Schmidt Half Gym Rental - Non-sport	New	40.00
Schmidt Room Set Up Fee per 100 people	25.00	50.00
Concession Stand Use (Outside Org)	New	55.00
Indoor Rummage Sale - with table	20.00	25.00
Indoor Rummage Sale - large space (10 spots)	20.00	25.00
Youth Swim Lesson	37.00	48.00
Aqua Aerobics Class	40.00	60.00
Lap/Open Swim Fee - indoor	New	3.00
Lap/open Swim Monthly Pass - indoor	New	25.00
Private Swim Lessons	56.00	64.00
Lap/open Monthly swim fee - indoor family pass	New	50.00
2 hr private pool party - up to 30 people	New	200.00
On site bounce house rental	New	100.00
Parks & Recreation Department - Cemeteries		
Mt. Hope Niche Plate	New	50.00
Mt. Hope Double Marker Cut	100.00	150.00
Evergreen Niche Plate	New	70.00
Evergreen Double Marker Cut	100.00	150.00

Fee Proposed	From Current FY 2022	To Proposed FY 2023
Overtime charge Sunday & Holiday	1,000.00	1,100.00
Overtime charge Saturday after 1:00pm	750.00	825.00
Overtime charge Saturday before 1:00pm	600.00	660.00
Overtime charge Weekday after 2:00pm	500.00	550.00
Evergreen Thaw Fee Full Burial	New	150.00
Evergreen Thaw Fee Cremation Burial	New	50.00
Mt. Hope Thaw Fee Full Burial	New	150.00
Mt. Hope Thaw Fee Cremation Burial	New	50.00
North Thaw Fee Full Burial	New	150.00
North Thaw Fee Cremation Burial	New	50.00
Parks & Recreation Department - Lifetime Sports		
Women's Volleyball Team Fee	179.00	195.00
Coed Volleyball Team Fee	135.00	150.00
Senior 70+ Softball Team Fee	225.00	240.00
Mens 50+ Basketball Team Fee (Fall)	225.00	240.00
Mens 50+ Basketball Team Fee (Winter)	225.00	240.00
Men's Tennis (Res) - 3 Seasons	20.00	30.00
Men's Tennis (NRes) - 3 Seasons	30.00	40.00
Youth Softball Tourney	35.00	60.00
Youth Soccer Tourney	18.00	30.00
Adult Tourney Baseball/FP	35.00	120.00
Youth Tennis Tourney	18.00	30.00
Youth Practices All Sports	15.00	25.00
Adult Practices All Sports	20.00	30.00
Field Fitting Baseball/Softball	25.00	35.00
Additional Spin and Drag (New Fee)	New	30.00
Football Tourney's (Youth or Adult)	20.00	30.00
Field Striping Football or Soccer	60.00	160.00
Public Service - Sewer Fund		
Meter monthly fixed charge	12.50	13.00
Industrial Pretreatment Charge	5.85	6.15
Commodity Charge per CCF	7.40	7.70
Public Service - Refuse and Recycling Funds		
32 Gallon Cart - quarterly	52.00	54.00
65 Gallon Cart - quarterly	56.00	59.00
95 Gallon Cart - quarterly	60.00	63.00
EOW 32 Gallon Cart	26.00	27.00
Low Income 32 Gallon Cart	37.00	39.00
Low Income 65 Gallon Cart	41.00	44.00
Low Income 95 Gallon Cart	45.00	48.00
Recycle/Yard Waste Collection Fee	117.00	119.00
City Clerk		
Auctioneer	100.00	150.00
Building Movers & Building Wreckers	125.00	175.00
Canvasser/Street Peddler		
Consolidated Rate	Below	125.00
First Applicant Per Business	75.00	N/A
Each Applicant Thereafter	10.00	N/A
Collection Bin License		
Consolidated Rate	Below	175.00
First Year	125.00	N/A
Renewal	100.00	N/A
Health Club License	300.00	350.00

Fee Proposed	From Current FY 2022	To Proposed FY 2023
Ice Cream Peddler		
Six Month License Per Vehicle	15.00	N/A
Twelve Month License Per Vehicle	25.00	75.00
Per Agent	25.00	35.00
Massage Therapist	300.00	350.00
Second Hand Dealer License	200.00	250.00
Show License		
Per Day Per Location	250.00	300.00
Not-to-Exceed Per Year Per Location	1,000.00	1,200.00
Sign Erector License		
Consolidated Rate	New	175.00
Initial	125.00	N/A
Annual	100.00	N/A
Transient Merchant	75.00	150.00
Waste Hauler	50.00	100.00

(Resolution Continued Next Page)

BE IT FINALLY RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2022/2023 fiscal year:

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
Estimated Revenues			
Property Taxes	48,245,000		48,245,000
Income Taxes	37,510,000		37,510,000
Return on Equity	25,300,000		25,300,000
State Revenues	20,969,500		20,969,500
Charges for Services	8,994,000		8,994,000
Fines & Forfeitures	1,692,200		1,692,200
Licenses & Permits	1,769,300		1,769,300
Other Revenue	340,000		340,000
Interest & Rent	330,000	-	330,000
Total Revenue	145,150,000	-	145,150,000
Appropriations			
City Council			
Personnel	474,673		474,673
Operating	289,540		289,540
Total	764,213	-	764,213
Internal Audit			
Personnel	195,589		195,589
Operating	12,296		12,296
Total	207,885	-	207,885
Courts			
Personnel	4,829,179		4,829,179
Operating	1,492,152		1,492,152
Total	6,321,331	-	6,321,331
Mayor's Office			
Personnel	1,523,058		1,523,058
Operating	246,874		246,874
Total	1,769,932	-	1,769,932
Office of Community Media			
Personnel	533,107		533,107
Operating	73,006		73,006
Total	606,113	-	606,113
City Clerk's Office			
Personnel	1,103,136		1,103,136
Operating	439,055		439,055
Total	1,542,191	-	1,542,191
Neighborhood and Citizen Engagement			
Personnel	790,097		790,097
Operating	416,199		416,199
Total	1,206,296	-	1,206,296
Economic Development and Planning			
Personnel	3,364,071		3,364,071
Operating	3,233,228		3,233,228
Total	6,597,299	-	6,597,299

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
Assessing			
Personnel	1,690,117		1,690,117
Operating	280,602		280,602
Total	<u>1,970,719</u>	-	<u>1,970,719</u>
Finance Operating			
Personnel	1,488,729		1,488,729
Operating	513,904		513,904
Total	<u>2,002,633</u>	-	<u>2,002,633</u>
Treasury/Income Tax			
Personnel	1,832,523		1,832,523
Operating	565,805		565,805
Total	<u>2,398,328</u>	-	<u>2,398,328</u>
Human Resources			
Personnel	1,609,829		1,609,829
Operating	1,114,233		1,114,233
Total	<u>2,724,062</u>	-	<u>2,724,062</u>
City Attorney			
Personnel	2,211,152		2,211,152
Operating	308,958		308,958
Total	<u>2,520,110</u>	-	<u>2,520,110</u>
Police			
Personnel	43,330,653		43,330,653
Operating	8,250,201		8,250,201
Total	<u>51,580,854</u>	-	<u>51,580,854</u>
Fire			
Personnel	34,484,467		34,484,467
Operating	5,788,205		5,788,205
Total	<u>40,272,672</u>	-	<u>40,272,672</u>
Public Service			
Personnel	2,995,961		2,995,961
Operating	9,575,390		9,575,390
Total	<u>12,571,351</u>	-	<u>12,571,351</u>
Human Relations and Community Service			
Personnel	1,669,373		1,669,373
Operating	173,445		173,445
Total	<u>1,842,818</u>	-	<u>1,842,818</u>

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
Parks and Recreation			
Personnel	5,759,154		5,759,154
Operating	3,621,058		3,621,058
Total	9,380,212	-	9,380,212
Human Services and Racial Equity			
Operating	1,960,000		1,960,000
Total	1,960,000	-	1,960,000
City Supported Agencies			
Operating	80,000		80,000
Total	80,000	-	80,000
Non-Departmental			
Vacancy Factor	(700,000)		(700,000)
Library Lease	136,150		136,150
Debt Service	987,100		987,100
Net Transfers	5,907,731		5,907,731
Total	6,330,981	-	6,330,981
Federal Reimbursement	(9,500,000)		(9,500,000)
Total Appropriations	145,150,000	-	145,150,000
			-

II. Special Revenue Funds

Major Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	11,277,425		11,277,425
Utility Permit Fees (Metro Act)	520,000		520,000
Reimbursements	525,000		525,000
Miscellaneous Revenue	38,500		38,500
Use of/(Contribution to) Fund Balance	2,300,000	-	2,300,000
Total Revenue	14,660,925	-	14,660,925

Appropriations

Personnel	3,111,715		3,111,715
Operating	3,915,683		3,915,683
Capital	4,300,000		4,300,000
Debt Service	472,525		472,525
Transfers	2,861,002		2,861,002
Total Appropriations	14,660,925	-	14,660,925

Local Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	3,759,160		3,759,160
Miscellaneous Revenue	150,000		150,000
Transfers from Other Funds	5,169,002		5,169,002
Use of/(Contribution to) Fund Balance	1,200,000	-	1,200,000
Total Revenue	10,278,162	-	10,278,162

Appropriations

Personnel	3,239,939		3,239,939
Operating	3,099,215		3,099,215

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
Capital	3,320,000		3,320,000
Debt Service	619,008		619,008
Total Appropriations	10,278,162	-	10,278,162

Stadium Fund

Estimated Revenues

Stadium Naming Rights	125,001		125,001
Reimbursements	137,000		137,000
Transfers from Other Funds	486,731		486,731
Total Revenue	748,732	-	748,732

Appropriations

Operating	748,732		748,732
Total Appropriations	748,732	-	748,732

Building Departments Fund

Estimated Revenues

Licenses & Permits	3,051,100		3,051,100
Charges for Services	1,000		1,000
Use of/(Contribution to) Fund Balance	(185,000)	-	(185,000)
Total Revenue	2,867,100	-	2,867,100

Appropriations

Personnel	2,197,384		2,197,384
Operating	669,716		669,716
Total Appropriations	2,867,100	-	2,867,100

Community Block Development Grant (CDBG) Fund

Estimated Revenues

Federal Grants	2,202,537		2,202,537
General Fund Transfer	162,935		162,935
Total Revenue	2,365,472	-	2,365,472

Appropriations

Personnel	1,146,062		1,146,062
Operating	1,219,410		1,219,410
Total Appropriations	2,365,472	-	2,365,472

HOME Grant Fund

Estimated Revenues

Federal Grants	891,361		891,361
Total Revenue	891,361	-	891,361

Appropriations

Personnel	99,457		99,457
Operating	791,904		791,904
Total Appropriations	891,361	-	891,361

Emergency Shelter Grant (ESG) Fund

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
Estimated Revenues			
Federal Grants	174,439		174,439
Total Revenue	174,439	-	174,439

Appropriations			
Operating	174,439		174,439
Total Appropriations	174,439	-	174,439

State/Local Drug Law Enforcement Fund

Estimated Revenues			
Interest Income	7,500		7,500
Use of/(Contribution to) Fund Balance	214,500		214,500
Total Revenue	222,000	-	222,000

Appropriations			
Operating	168,000		168,000
Total Appropriations	222,000	-	222,000

Tri-County Metro Drug Law Enforcement Fund

Estimated Revenues			
Drug Forfeitures	268,000		268,000
Contributions from Local Units	425,000		425,000
Interest Income	8,000		8,000
Total Revenue	701,000	-	701,000

Appropriations			
Personnel	85,000		85,000
Operating	616,000		616,000
Total Appropriations	701,000	-	701,000

Downtown Lansing, Inc.

Estimated Revenues			
Special Assessments	475,000		475,000
Grants	20,000		20,000
Miscellaneous	137,000		137,000
Transfer from General Fund	85,000		85,000
Total Revenue	717,000	-	717,000

Appropriations			
Operating	209,889		209,889
Capital	507,111		507,111
Total Appropriations	717,000	-	717,000

III. Enterprise Funds

Cemeteries Fund

Estimated Revenues			
Cemetery Service Revenue	284,000		284,000
Sale of Lots	183,650		183,650
Transfer from Parks Millage	450,000		450,000

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
Transfer from Perpetual Care	5,000		5,000
Total Revenue	922,650	-	922,650

Appropriations

Personnel	527,733		527,733
Operating	366,917		366,917
Transfers	28,000		28,000
Total Appropriations	922,650	-	922,650

Golf Fund

Estimated Revenues

Transfers In - Parks Millage	100,000		100,000
Total Revenue	100,000	-	100,000

Appropriations

Operating	100,000		100,000
Total Appropriations	100,000	-	100,000

Parking Fund

Estimated Revenues

Parking Revenue	3,510,000		3,510,000
Baseball Revenue	35,000		35,000
Parking Fines	425,000		425,000
Other Revenue	10,000		10,000
Use of/(Contribution to) Fund Balance	1,000,000		1,000,000
Total Revenue	4,980,000	-	4,980,000

Appropriations

Personnel	2,192,970		2,192,970
Operating	1,986,680		1,986,680
Capital	87,500		87,500
Debt Service	712,850		712,850
Total Appropriations	4,980,000	-	4,980,000

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
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Wastewater Fund

Estimated Revenues

Sewer Charges	38,345,000		38,345,000
Interest Income	170,000		170,000
Low Income Credit	(1,000)		(1,000)
Micellaneous Income	10,000		10,000
Use of/(Contribution to) Fund Balance	5,500,000		5,500,000
Total Revenue	44,024,000	-	44,024,000

Appropriations

Personnel	7,466,899		7,466,899
Operating	8,275,975		8,275,975
Capital	15,077,000		15,077,000
Debt Service	12,904,126		12,904,126
Return on Equity	300,000		300,000
Total Appropriations	44,024,000	-	44,024,000

Refuse Fund

Estimated Revenues

Operating Income	2,735,000		2,735,000
Interest Income	2,500		2,500
Total Revenue	2,737,500	-	2,737,500

Appropriations

Personnel	1,141,895		1,141,895
Operating	1,195,605		1,195,605
Capital	400,000		400,000
Total Appropriations	2,737,500	-	2,737,500

Recycling Fund

Estimated Revenues

Operating Income	4,600,692		4,600,692
Use of/(Contribution to) Fund Balance	450,000		450,000
Total Revenue	5,050,692	-	5,050,692

Appropriations

Personnel	2,369,818		2,369,818
Operating	2,480,874		2,480,874
Total Appropriations	5,050,692	-	5,050,692

III. Capital Project Funds

	FY 2022 Proposed	Council Changes	FY 2022 Adopted
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Capital Improvement Fund

Estimated Revenues

Transfer from General Fund	350,000		350,000
Loan Revenue	180,000		180,000
PEG (Cable Capital) Revenues	450,000		450,000
Total Revenue	980,000	-	980,000

Appropriations

Capital	350,000		350,000
PEG Capital/Debt Service	350,000		350,000
Debt Service	180,000		180,000
Transfer to General Fund	100,000		100,000
Total Appropriations	980,000	-	980,000

Parks Millage Fund

Estimated Revenues

Parks Transfer	2,393,000		2,393,000
Total Revenue	2,393,000	-	2,393,000

Appropriations

Transfers to Golf/Cemetery Funds	550,000		550,000
Capital	1,843,000		1,843,000
Total Appropriations	2,393,000	-	2,393,000

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2022/2023 fiscal year:

(Resolution Continued Next Page)



Resolution Services Center of Central Michigan (RSCCM), a Community Dispute Resolution Program (CDRP) through the State Court Administrator's Office (SCAO), has served the citizens of the City of Lansing for over twenty-five years. Our programs include mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training. Approximately 7,000 citizens participate in our programs annually.

RSCCM is also currently securing funding from the surrounding courts – Ingham County (Mason) and the City of East Lansing.

We respectfully ask the City of Lansing for funding to ensure quick and efficient access to justice for its citizens.

RSCCM mediated 225 cases (457 people) in 2021; 100% of these cases involved at least one Lansing citizen (68% involved both parties from Lansing).

We have begun implementing a survey of all 54A participants so we can collect income level information of the parties in our small claim mediations. A review of our 2021 data informs us that the parties identified their zip code as:

48901 3

48906 57

48908 3

48909 2

48910 64

48911 69

48912 43

48913 1

48915 28

48917 33

48933 9

Undisclosed 11

RSCCM is one of the busiest CDRPs in the State - largest increase in cases (191% between 2007 and 2019). Our success is due to our willingness to meet community needs in new and innovative ways, ability to provide quality services, responsiveness to time sensitive requests, and commitment to assuring access to justice.

Though we are quite robust in the volume of work, we are a relatively small nonprofit. RSCCM is comprised of 5 full time staff, 32 part-time staff and over 45 active volunteers.

2020 SMALL CLAIMS WORK

With the onset of the Covid19 stay-at-home order, courts, along with the rest of the country, ceased in-person business and transitioned to a new paradigm/service model.

In April 2020, RSCCM stepped forward once again to quickly responded to requests from the courts to assist with the backlog of small claim cases. In just a few weeks, RSCCM developed a referral process for accepting small claim cases, contacted parties, facilitated all cases remotely, and provided outcome information back to the referring courts. This work continues today. Small claims cases have increased by 54% (compared to 2019, pre-covid numbers). Most courts have taken the time to inform us that they see the value of this process, expect it to continue into 2022, and perhaps have this process continue indefinitely. Additionally, parties recognize the benefit of this model which is more accessible than spending time at the courthouse waiting for their cases to be heard.

RSCCM is proud to be a responsive partner to the courts in the City. We will continue to do whatever we can to support citizen's access to justice and peaceful resolutions to conflicts. This work is valued and needed, but not adequately funded. RSCCM receives no funding directly from the courts. We do receive an allocation from SCAO, but it is based on a statewide formula and only partially funds our array of services.

Prior to 2020, RSCCM was able to facilitate the volume of small claim cases through the services of one volunteer, one day a week. The current system requires 40-50 hours of scheduling and mediation, along with technology and communication costs.

In addition to small claims cases, RSCCM continues to assist our courts by mediating general civil cases and all manner of domestic relations cases.

RSCCM REQUEST TO THE CITY COUNCIL OF LANSING

Recognizing that there are continuing covid concerns for the foreseeable future, and both the courts and the filing parties benefit from the current process, RSCCM is inquiring about funding from the City for this service.

Would the City Council of Lansing, please consider providing funding for this service for the budget year 2022/2023? We respectfully ask for \$35,000-\$45,000 (half of actual costs) to continue serving the citizens of the City of Lansing in this manner.

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES
LOUISE ALDERSON
STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN SIMMONS



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

Peg MacDougall
Program Manager for Mediation
Resolution Services Center
516 S. Creyts Road
Lansing, MI 48917

27 October 2021

Dear Peg,

Thank you for this opportunity to address the ways in which Resolution Services has benefited the 54-A Court, more specifically, my office that is responsible for conducting small claims matters for the residents of the City of Lansing. Let me say first of all that your services are indispensable and I am very grateful for the high level of services you provide.

I think we can all say with a high degree of confidence that the Covid-19 pandemic has forever changed the way courts conduct their business. My small claims docket pre-pandemic was physically held in my hearing room. I was able to conduct a full day of hearings and keep my docket moving appropriately without any backlogs or undue delay for the parties. The Court was also able to rely on Resolution Services to mediate cases in the courtroom. This benefited both the Court and Resolution Services and I was/am very happy to be a part of that program.

Unfortunately, procedures changed when the Court closed and delays in justice were the norm when the pandemic struck. It took several weeks before the Court realized this would be a long-term delay and with the introduction of Zoom hearings and additional help from Resolution Services, the Court was able to continue providing services, but there were still delays that were unacceptable. The Court and Resolution Services agreed to provide a much larger number of cases to Resolution Services so the Court could continue to handle the remaining cases decreasing the backlog and delays.

The Court continues to utilize remote hearings and very few hearings are conducted in person to ensure safety of the Court staff and others. The number of cases set on a docket has been reduced because the length of time needed to handle them has increased and there is no option other than to hear one case at a time. My office relies on Resolution Services.

I would be remiss if I failed to mention the benefit they also provide to the Court's civil department. The clerks are available to handle other matters. Once the Court refers cases to Resolution Services, they directly handle phone calls regarding scheduling mediation and other questions regarding their cases. We have fewer hearings held in the Court and that alieves clerks from scheduling and fielding phone calls. This also benefits the residents of Lansing knowing they have flexibility in scheduling and they have an opportunity to resolve their cases and be part of the solution.

Resolution Services has demonstrated a continued commitment to the Court by mediating a high number of cases which may put a burden on their staff. With supportive funding, Resolution Services will be better able to provide these services.

I strongly encourage the Ingham County Board of Commissioners to provide funding for the small claims program.

Sincerely,

Laura A. Millmore

Magistrate Laura A. Millmore
54-A District Court
Lansing, MI 48933
laura.millmore@lansingmi.gov

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

Act 2-2022 “Lot 48 Richfield Park Sub” of North Cemetery, Sale of Property

WHEREAS, Section 8-403.6 of the Lansing City Charter provides that no park, recreation, cemetery, or waterfront land may be sold without the approval, by a majority vote of the electors of the City voting on the question at a regular or special election; and

WHEREAS, the Park and Recreation Department has presented to the Parks Board and Planning Board a proposal to sale a portion of North Cemetery, which is unused City-owned land, that is 90' wide by 188' long connected to the cemetery property at the southwest corner; and legally described as “Lot Number 48, Richfield Park, a subdivision of a part of SW ¼ of Sec. 3, T3N, R2W, City of Lansing, County of Ingham, State of Michigan”; and

WHEREAS, the Parks Board voted unanimously 5-0 to recommend the split and sale of the lot from the rest of North Cemetery on February 9, 2022; and

WHEREAS, Planning Board reviewed the potential sale of the property and approved at its March 1, 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby authorizes the proposal to sell the portion of North Cemetery, Lot 48 Richfield Park Subdivision, submitted to the electors of the City pursuant to the Charter Section 8-403.6 at the election to be held August 2, 2022.

BE IT FURTHER RESOLVED that said proposal be submitted to the electors of the City in manner and form substantially as follows:

SHALL THE CITY OF LANSING BE AUTHORIZED TO SELL, OR OTHERWISE DISPOSE OF, A PORTION OF THE NORTH CEMETERY THAT IS LEGALLY DESCRIBED AS LOT NUMBER 48, RICHFIELD PARK, A SUBDIVISION OF A PART OF SW ¼ OF SEC. 3, T3N, R2W, CITY OF LANSING, COUNTY OF INGHAM, STATE OF MICHIGAN?

YES ____
NO ____

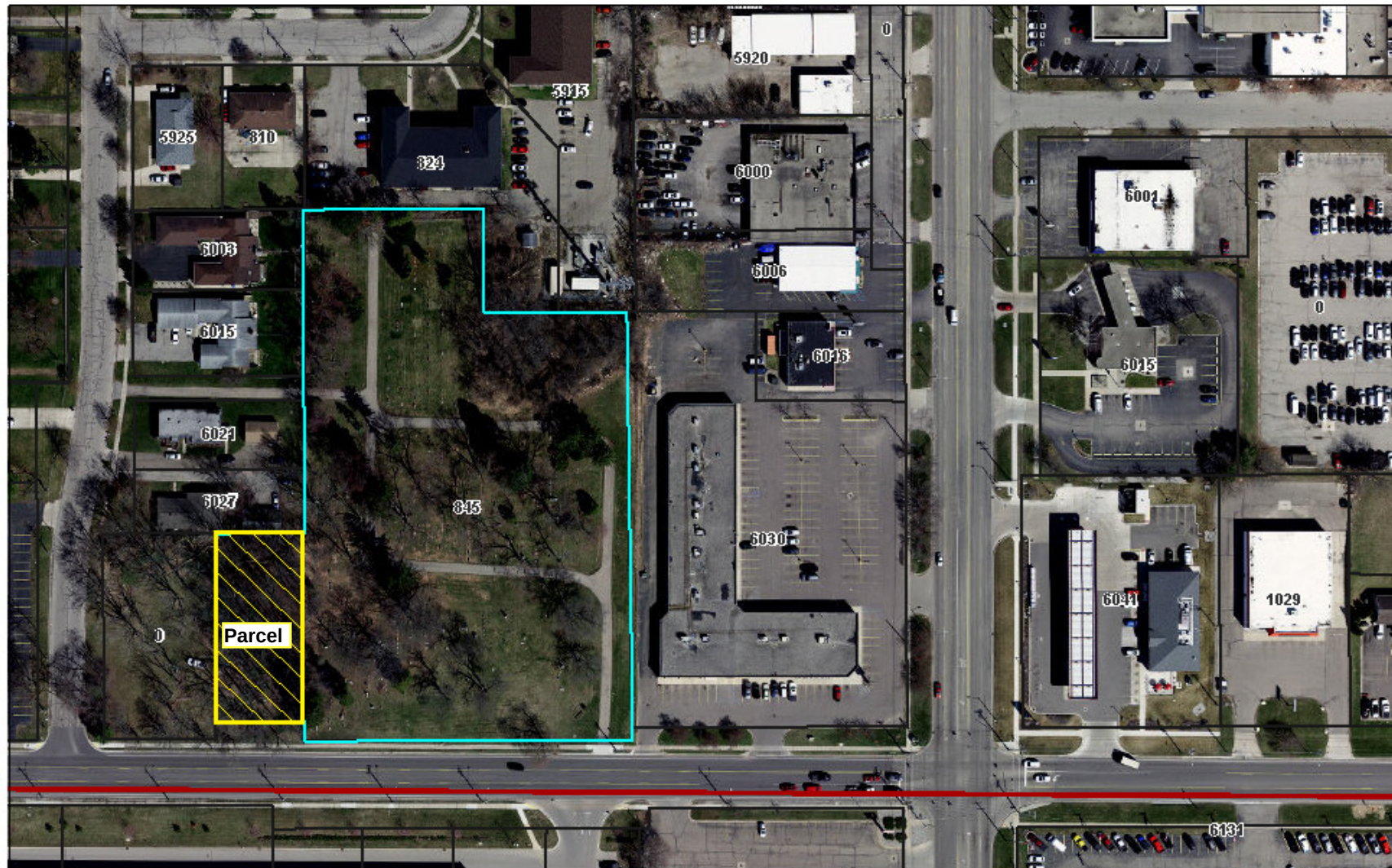
BE IT FURTHER RESOLVED that the votes cast upon the proposal shall be counted, canvassed, and returned, and the results determined in the same manner as required for other electoral questions as prescribed by law.

BE IT FINALLY RESOLVED that the City Clerk is required to provide sufficient notice of the placement of this ballot proposal, in conformance with state election law, including

to the County Clerk and is hereby authorized to take appropriate steps for the placement on August 2, 2022 ballot.

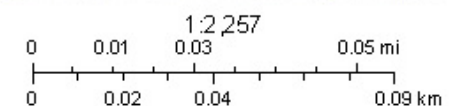
City of Lansing Parcel Viewer

NORTH CEMETERY - PARCEL# 33-01-05-03-352-452



3/31/2022, 12:11:35 PM

PLSS Sections
 Lansing Tax Parcels
Lansing_Aerial_2020
Red: Band_1
Blue: Band_3
Green: Band_2



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

City of Lansing
Michigan State University, Esri, HERE, Garmin, GeoTechnology, Inc., NGA, USGS