

AGENDA

Committee of the Whole AGENDA FOR MAY 23, 2022 AT 5:30 PM



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

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

Council Member Hussain, Chairperson
Council Member Wood, Vice Chairperson

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. May 16, 2022
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Polling Place Changes; Establishment of voting locations for all Precincts
 - C. PLACE ON FILE- General Fund Status Report; Fiscal Year 2021-2022 Third Quarter
 - D. PLACE ON FILE - Employment Vacancy Factor Report; Fiscal Year 2021-2022 Third Quarter
 - E. PLACE ON FILE - Executive Order 2022-02; Public Art Policy Adoption and Rescinding the Mayor's Arts & Culture Commission

Closed Session

- F. Pursuant to MCL 15.268(1) (h), I hereby move that we recess into closed session to consult with the City Attorney in connection with a written legal opinion from the City Attorney which is a writing exempt from disclosure pursuant to the Freedom of Information Act.

Reconvene

6. **Other**
7. **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, May 16, @ 5:00 p.m.** **Tony Benavides Lansing City Council Chambers**

CALL TO ORDER

Council 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- excused
Councilmember Jeremy Garza
Councilmember Brian T. Jackson
Councilmember Jeffrey Brown
Councilmember Brian Daniels

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Jake Brower, Finance
Desiree Kirkland, Finance
Jane Bias DiSessa, Deputy Mayor
Mark Lawrence, Mayors Office
Loretta Stanaway
Libby Rice
Dan Komm, Fire Department Union Representation
Mayor Schor – arrived at 5:30 p.m.

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 9, 2022 AS PRESENTED. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 10, 2022 AS PRESENTED. MOTION CARRIED 7-0.

Public Comment

Ms. Stanaway spoke in support of funding in the budget for Moores Park Pool.

Ms. Rice spoke in support of funding in the budget for Moores Park Pool.

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Discussion/Action

RESOLUTION – Setting a Public Hearings in Consideration of Re-Adopting the Codified Ordinances

MOTION BY COUNCIL MEBMER WOOD TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING TO RE-ADOPT THE CODIFIED ORDINANCES FOR JUNE 13, 2022. MOTION CARRIED 7-0.

RESOLUTION – Set a Public Hearing; Noise Special Permit; MDOT for construction Horsebrook Creek Culvert Replacement Project on Grand River Avenue east of Delta River Drive from 8 pm – 7 am on weekdays and weekends or holidays from June 17, 2022 to June 30, 2022

Mr. Kilpatrick informed the Committee that this was an MDOT request for Grand River Avenue, across from the former school and the UAW hall. There is a culvert that is in need of replacement, and cannot be done in parts, but the road must be closed. The numerous emails received by Council today were sent onto MDOT. They do not think they need to work extended hours, however in case they get behind schedule or run into unintended consequences and get behind schedule they are asking for this. Mr. Kilpatrick confirmed MDOT will be present at the public hearing on May 23, 2022.

Council Member Wood noted that neighborhood has dealt with sound and noise issues for an extended period of time in the past, and that could be their concerns this time. Mr. Kilpatrick confirmed any concern is valid. The work area is not just the culvert area, so the mailing went 600' from the crossing point. Council Member Garza asked how long the road would be shut down. Mr. Kilpatrick stated he could not speculate, but MDOT can speak to the entire project at the hearing, but again this noise waiver is only for the specific work listed.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR MAY 23RD FOR THE NOISE PERMIT FOR THE HORSEBROOK CREEK CULVERT REPLACEMENT PROJECT ON GRAND RIVER AVENUE. MOTION CARRIED 7-0.

PLACE ON FILE – Communication from Kyle Richard regarding the City Budget policies

MOTION BY COUNCIL MEMBER WOOD TO PLACE ON FILE. MOTION CARRIED 7-0.

Presentations

Union Representation on Proposed FY 2022/2023 Budget

Mr. Komm distributed a presentation on the Fire Department.

Council Member Garza asked if they have applied for grants, and Mr. Komm stated he was not aware of any applications. Mr. Lawrence, stated the Stryker documents in the presentation were part of the Rep. Slotkin proposal Council recently approved in a resolution. Council Member Garza asked why the positions are not being filled, and Mr. Komm stated he was not sure, but they are down 15 positions. Ms. Bias DiSessa confirmed they met with HR and the LFD Chief and are working on the vacancies quickly. Council Member Garza asked how long the position have been vacant, and Mr. Komm stated they have not been fully staffed for three (3) years. He asked for consideration on the hiring process and look at all the options to make the hiring process competitive. Council Member Wood referenced the Budget Policies where they have asked for a study of the Fire Stations, and asked if there are structure issues with other fire stations, and Mr. Komm confirmed they are not in an extreme situation similar to what happened at the Hillsdale Street Station. Council Member Wood asked about 2023, and Mr. Komm stated in fall 2023 there is the potential of 15-18 officers

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leaving, and also confirmed they do not front load positions. Mr. Lawrence stated the Mayor is working with HR and the new Fire Chief on the front loading proposal. Mr. Brower stated that it has been authorized by the Mayor, but did not have specifics.

Mayor Schor arrived at 5:30 p.m.

Mr. Brower continued, stating that the Mayor has authorized front loading, but for the budget there is a City wide vacancy factor, and they do not hold to specific departments. All positions are funded in the Fire Department budget, and HR is working diligently to resolve. Mayor Schor confirmed he is looking at front loading positions in the Fire Department and will propose something similar to the police department. Currently there is a fire academy with 9-10 students. Council Member Wood noted the Fire Department and Police Department are not fully staffed, and to front load as an option would be to prepare when the retirement occurs. Council President Hussain acknowledged that the proposed budget does propose a Deputy HR Director and another hiring specialist to assist in filling vacancies.

Council Member Spadafore supported the Stryker program, and was hopeful on the funding from Rep. Slotkin's funds. He then asked for thoughts on funding a fire station. Council Member Wood stated the City has bonded in the past, and were able to build two fire stations in the 1990's. Council Member Spadafore asked if those bonds count against the millage cap. Council Member Wood acknowledged that when those were passed, the City was not at the current threshold. Mr. Brower stated that to levy a debt millage against bonds would not count against, and deferred the explanation to legal.

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

Discussion/Action:

DISCUSSION – Budget Policies – Adopted as Part of the FY 2022/2023 Budget

Council Member Wood went through the proposed amendments. The first amendment is found on page 2, adding:

Any residual funds in the salary line item that would create a new position after Council has approved this budget, Council requests being notified of changes in positions within sixty (60) days of action. This budget is being approved based on the number of employees provided by the Administration at the time of adoption.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE ADDITION TO THE BUDGET POLICIES. MOTION CARRIED 7-0.

Page 3 first line amended: "revenues" changed to "expenditures"

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE AMENDMENT TO THE BUDGET POLICIES. MOTION CARRIED 7-0.

Page 3-4 added the following under "Civil Actions, Claims, and Damages", per the City Attorney recommendation and drafting of the language:

Whenever a claim is made or any civil action is commenced against the Mayor, a City Council member, a non-bargaining unit employee, a Lansing retirement board trustee, or a member of a City advisory board established by the City Charter or ordinance (collectively in this provision "the Employee or Officer") for damages caused by an act or acts of the Employee or Officer within the scope of his or her authority and while in the course of his or her employment with the City or while

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performing his or her duties on behalf of the retirement board or advisory board, the City will pay for, engage, or furnish the services of an attorney to advise the Employee or Officer as to the claim and to appear for and represent the Employees or Officers in the action. If the City Attorney does not provide the attorney services, the attorney selection shall be made by the City Attorney in the manner the City Charter requires. The City may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the Employee or Officer covered under this provision is awarded against the Employee or Officer as the result of a civil action, the City will, to the extent not covered by insurance, indemnify the Employee or Officer or will pay, settle, or compromise the judgment. The City's obligations under this provision, however, is contingent upon the Employee or Officer giving prompt notice of the commencement of the action and upon the Employee or Officer cooperating in the preparation, defense, and settlement of the action. The terms "scope of authority" "course of employment" and "performing duties" under this provision do not include any act or acts of Employee or Officer of (i) fraud, (ii) dishonesty, (iii) willful, intentional, or deliberate violation of the law or breach of fiduciary duty, (iv) criminal act, or (v) traffic violation; nor does this provision abrogate or diminish governmental immunity of the City or the Employee or Officer. This provision does not apply to the Lansing Housing Commission nor the Board of Water and Light employees or board/commissioner members.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE ADDITION TO THE BUDGET POLICIES. MOTION CARRIED 7-0.

Page 4 – added under "Transparency and Accountability in Government" per a request from Council Member Spitzley:

Annual reporting of the metrics for the 311 Call Center; number of calls, number of calls referred to departments; number of calls not referred but assisted by the 311 Call Center.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE ADDITION TO THE BUDGET POLICIES. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER WOOD TO REMOVE "RACIAL JUSTICE AND EQUITY PLAN" WHICH WAS ADDRESSED IN THE CURRENT BUDGET. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE BUDGET POLICEIS AS AMENDED. MOTION CARRIED 7-0.

Mayor Schor asked Council to amend the "Grants" section where it spoke to Council review of applications within 10 days. Mr. Smiertka explained that this was in place to address approving the application, and approving the appropriation. Council Member Spadafore confirmed this policy came out of the Committee on Ways and Means last year due to an issue that arose where a grant had been expended prior to Council acceptance. This will require Council approval for acceptance so there are no misgivings. Mayor Schor accepted the explanation, Council Member Wood added to Council Member Spadafore explanation by emphasizing the last sentence:

Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

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Mr. Brower confirmed for the Committee that the Finance department best practices have procedures in review of contracts to confirm Council has looked at the appropriation.

RESOLUTION – FY 2022/2023 Budget and Budget Policies

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE AMENDMENTS TO THE PROPOSED BUDGET RESOLUTION.

Council Member Spadafore went through the amendments as follows:

Date correction from “2022” to “2023”.

\$550,000 addition in Estimated Revenues due to State Revenues from Marijuana Licenses.

\$37,562 removal from City Council operating budget for 311 services, and the operating budget will still hold \$50,000 additional in miscellaneous

\$120,000 addition in NEC for grant writing and to correct a \$40,000 clerical error

Council Member Wood added that it was part of the GF funding in the past.

Council Member Spadafore continued with the explanation of the amendments:

\$175,000 addition in EDP for the Façade Grant Program

\$60,000 addition in Finance Personnel for a PT Buyer and Temp Help in Audit Season

\$37,562 addition in Finance Operating for the 311 Cost from City Council

\$407,500 addition in City Supported Services to restore the Arts/Culture and Advance Peace

\$212,500 appropriation in Federal Reimbursement to balance the General Fund

Council Member Daniels explained his proposed amendments to the Street Funds, which was mutual agreed upon by the Administration. This would allow for funding to repair local streets.

\$500,000 Major Streets Use of Fund Balance

\$500,000 Major Streets Transfer of Appropriations

\$500,000 Local Streets Transfer from Other Funds

\$500,000 Local Streets Capital in Appropriations

Council Member Jackson asked if any of these amendments are eliminating programs or are they just moving funds from ARPA to the General Fund. Council Member Spadafore confirmed there are no cuts, everything is funded at last year’s levels.

Lastly, Council Member Spadafore explained the wastewater fund changes:

\$500,000 in Revenues Fund Balance

\$500,000 in Appropriations Operating for Facility Improvement Activities

Council Member Spadafore addressed the statements at public comment regarding Moores Park Pool funding, stating that the Committee on Ways and Means meets on May 23rd at 4:30 p.m. and again on June 6th at 3 pm to talk about the ARPA funding, and the pool is part of that discussion.

MOTION TO APPROVE THE AMENDED BUDGET CARRIED 7-0.

Council Member Jackson outlined his request for funding for Climate action, requesting an additional \$100,000 to make a total of \$150,000 in the Public Service Operating for Climate Action.

MOTION BY COUNCIL MEMBER JACKSON TO ADD \$100,000 TO PUBLIC SERVICE OPERATING AND TAKE \$100,000 FROM THE GENERAL FUND.

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Mr. Brower explained the document in the packet reflects the funds coming from the Federal Reimbursement, and if this is passed it would take that amount from (\$212,500) to (\$312,500).

Council Member Spadafore asked if this would be eligible for ARPA Funds. Mr. Brower confirmed the ARPA funds can be used for loss of revenue.

Council Member Wood asked for confirmed that Council Member Jackson wanted \$100,000 in addition to the \$50,000 that is already being proposed in the budget, and Council Member Jackson confirmed. Council Member Wood pointed out that the General Fund is now balance, and if this is passed the \$100,000 would have to come out of the rainy day fund or he could take it out of the Federal Reimbursement as Mr. Brower provided in his example. Mr. Brower noted there is \$2 million in the ARPA for Council projects.

Council Member Spadafore stated he would prefer taking this recommendation to the Committee on Ways and Means in the ARPA Resolution they are working on instead of effecting the General Fund.

Council Member Wood asked the Administration if Ms. Welch stated she was in need of additional dollars at this time. Mayor Schor confirmed she did request more funds, but was not specific for their use. Council President Hussain confirmed he also heard that but did not hear her state a specific amount. Council Member Wood asked if the amount is for a study not staff, and Council Member Jackson stated the funds would be to implement the climate action plan. Council Member Brown stated he spoke to Ms. Welch about a grant writer. Council Member Garza asked if Ms. Welch still continues to work for MSU, and Mayor Schor confirmed she was never a MSU employee, she has always been an employee of the City. Council Member Wood asked if these funds were to address a contact position since those funds would not hire a position. There are positions open that cannot be filled currently, so she is reluctant on this position.

MOTION BY COUNCIL MEMBER JACKSON TO ADD \$100,000 TO PUBLIC SERVICE OPERATING FROM THE FEDERAL REIMBURSEMENT FUND. MOTION FAILED 1-6.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE AMENDED BUDGET AND BUDGET POLICIES AS PRESENTED. MOTION CARRIED 6-1.

MOTION BY COUNCIL MEMBER WOOD TO RESCIND THE MOTION. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER WOOD TO SEPARATE THE BUDGET BY REMOVING HRCS BUDGET AND THE 54-A DISTRICT COURT BUDGET. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER WOOD TO BE RECUSED FROM THE HRCS BUDGET DUE TO HER JOB RELATED CONFLICTS WITH PROGRAMMING. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE HRCS BUDGET, MOTION CARRIED 5-1.

MOTION BY COUNCIL MEMBER JACKSON TO BE RECUSED FROM THE 54-A DISTRICT BUDGET DUE TO HIS JOB RELATED CONFLICTS WITH THE COURTS. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE 54-A DISTRICT COURT BUDGET. MOTION CARRIED 6-0.

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MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE REMAINING FY 2022/2023 BUDGET AND AMENDED BUDGET POLICIES. MOTION CARRIED 6-1.

Mayor Schor updated the Committee on a conversation he had in text with the HR Director who confirmed that HR is currently vetting applications for the Fire Department to fill the 14 openings and meeting with the new Fire Chief. The Administration has given permission to front load so they are looking to hire 17 officers. Council Member Garza asked how long the 14 positions have been vacant and the Mayor could not confirm, but stated it is ongoing due to retirements and resignations.

Adjourn

The meeting adjourned at: 6:19 p.m.

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



Chris Swope

Lansing City Clerk

May 6, 2022

Dear Council President and Members of Council:

Attached is a resolution to update the voting locations within the City of Lansing. The precinct lines have already been approved by the Election Commission.

This resolution is in response to the increased popularity of voting at home or early, and the new districts for the four City Wards, two State Senate seats, three State Representative seats, and eight County Commission districts in the city.

The precinct map with the updated locations is available for review on the City Clerk's website at <https://mi-lansing3.civicplus.pro/996/2022-Voting-Precinct-Map>.

Any questions or concerns, please let me know.

Sincerely,

Chris Swope, MMC/MiPMC
Lansing City Clerk

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

WHEREAS, Michigan Election Law provides that the Election Commission of any city that has been divided into 2 or more election precincts, may by resolution, alter or rearrange the city into election precincts as said election commission may deem necessary and convenient for conducting primaries or elections in said city; and

WHEREAS, the Lansing Election Commission has approved revised precinct descriptions to be in effect beginning with the August 2, 2022 Primary Election; and

WHEREAS, the adopted realignment of precincts reflects the reapportionment of the City Wards, County Commissioner Districts, State House Districts, State Senate Districts, and US Congressional Districts that have been adopted following the 2020 Census; and

WHEREAS, it is necessary to revise Lansing's Polling Places to match the new Election Precincts; and

WHEREAS, City Clerk Chris Swope has recommended a list of Polling Places which best meet the required criterion under Michigan Election Law;

NOW, THEREFORE, BE IT RESOLVED that the following list of Polling Places is adopted for the City of Lansing:

Ward 1

Precinct 01	Gier Community Center, 2400 Hall St.
Precinct 02	Don Johnson Fieldhouse, 400 N. Pennsylvania Ave.
Precinct 03	Post Oak School, 2320 Post Oak Ln.
Precinct 04	Grand River Head Start, 1107 E. Cesar Chavez Ave.
Precinct 05	Foster Community Center, 200 N. Foster Ave.
Precinct 06	Foster Community Center, 200 N. Foster Ave.
Precinct 07	Don Johnson Fieldhouse, 400 N. Pennsylvania Ave.
Precinct 08	Don Johnson Fieldhouse, 400 N. Pennsylvania Ave.
Precinct 09	Board of Water & Light, 1232 Haco Dr.
Precinct 10	Bethlehem Lutheran Church, 549 E. Mt Hope Ave.

Ward 2

Precinct 11	South Washington Office Complex, 2500 S. Washington Ave.
Precinct 12	Lyons School, 2901 Lyons Ave.
Precinct 13	Cavanaugh School, 300 W. Cavanaugh Rd.
Precinct 14	Bethlehem Lutheran Church, 549 E. Mt Hope Ave.
Precinct 15	Parker Memorial Baptist Church, 1902 E. Cavanaugh Rd.
Precinct 16	Parker Memorial Baptist Church, 1902 E. Cavanaugh Rd.
Precinct 17	Forest View School, 3119 Stoneleigh Dr.
Precinct 18	Gardner School, 333 Dahlia Dr.
Precinct 19	North School, 333 E. Miller Rd.

Precinct 20 Gardner School, 333 Dahlia Dr.

Ward 3

Precinct 21 Alfreda Schmidt Southside Community Center, 5825 Wise Rd.
Precinct 22 Woodcreek School, 4000 Woodcreek Ln
Precinct 23 Dwight Rich School, 2600 Hampden Dr.
Precinct 24 Dwight Rich School, 2600 Hampden Dr.
Precinct 25 Tabernacle of David Church, 2645 W. Holmes Rd.
Precinct 26 Tabernacle of David Church, 2645 W. Holmes Rd.
Precinct 27 Dr. Richard Halik Professional Development Center (formerly
Wainwright School), 4200 Wainwright Ave.

Precinct 28 Alfreda Schmidt Southside Community Center, 5825 Wise Rd.
Precinct 29 Alfreda Schmidt Southside Community Center, 5825 Wise Rd.
Precinct 30 Alfreda Schmidt Southside Community Center, 5825 Wise Rd.

Ward 4

Precinct 31 South Washington Office Complex, 2500 S. Washington Ave.
Precinct 32 Dr. Eva Evans Welcome Center (formerly Elmhurst), 2400 Pattengill
Ave

Precinct 33 Lewton School, 2000 Lewton Pl.
Precinct 34 Bread House (Bethlehem Temple Church), 1518 S. Washington Ave.
Precinct 35 Letts Community Center, 1220 W. Kalamazoo St.
Precinct 36 Shirley Rodgers Administration Building, 519 W. Kalamazoo St.
Precinct 37 Neighborhood Empowerment Center, 600 W. Maple St.
Precinct 38 Willow School, 1012 W. Willow St.
Precinct 39 Cumberland School, 2801 Cumberland Rd.
Precinct 40 Hope Ministries Church, 3827 Delta River Dr.

General Fund Status Report – FY 2022 3rd Quarter

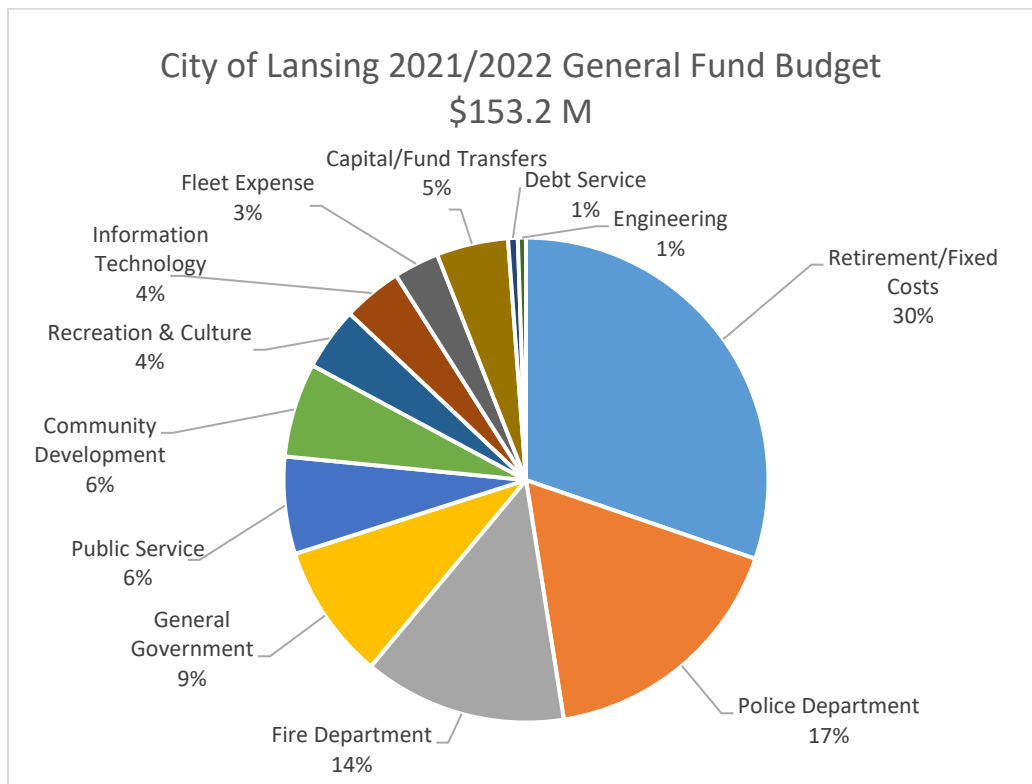
Please see accompanying summary detail (pages 4-8)

General Fund Summary

For FY 2022 the City budgeted \$133,116,350 in total revenues including transfers and \$151,291,350 in total expenditures for the General Fund. The City at the time was projected to receive just under \$25M in American Rescue Plan Act (ARPA) funds and planned to use those funds to support continued government services and prevent drastic expenditure reduction measures that would impact public welfare and the City's work force.

The COVID-19 public health emergency exposed the City to unprecedented financial risks in addition to the severe impacts on public health, safety, and welfare. With no comparable economic experience, the City used conservative estimates in particular for state revenues and income taxes (which would be subject to reductions due to remote work and unemployment). With vaccinations now widely available and a full year of information available to accurately estimate the impacts of COVID-19, City Council now has for its consideration a budget amendment for FY 2022 and a budget proposal for FY 2023.

The proposed FY22 budget amendment now reflects \$141,990,164 in projected revenues including transfers and \$153,183,504 in total expenditures for an estimated ending fund balance of \$18,579,413. By aggressively utilizing federal grants and keeping costs down as much as possible, the City is now able to use built up reserves from the previous fiscal year to use ARPA funds in a more targeted and more fiscally sustainable approach maintaining the City's recommended fund balance of between 12% and 15% of expenditures.



Revenue Summary

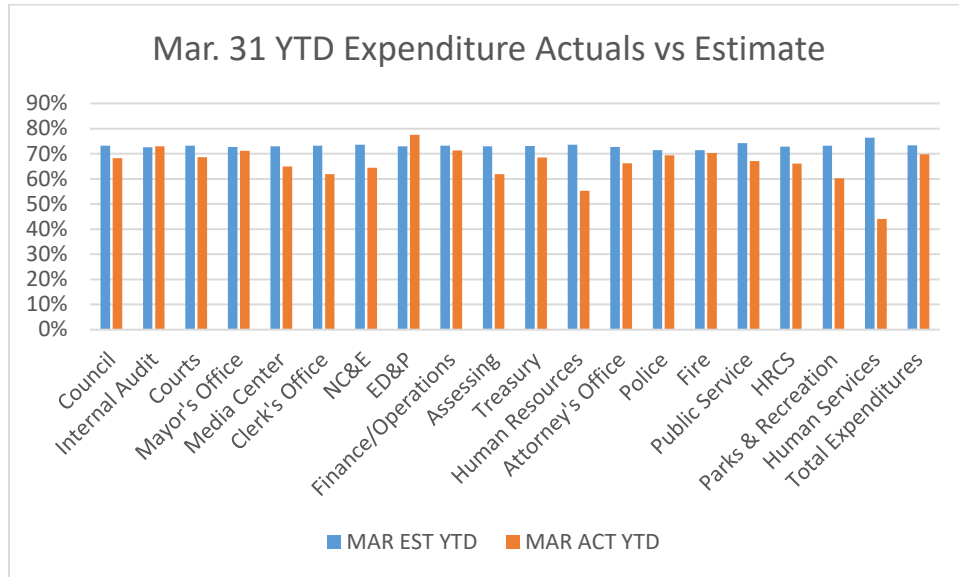
General Fund revenues collected through the third quarter of Fiscal Year 2022 (January – March) are exceeding expectations for the amended budget.

- **Property Taxes** are 32% of the general fund budget and are largely collected at the beginning of the fiscal year. While revenue currently exceeds budgeted amounts, it remains slightly below the average for this quarter. This number is also subject to tax appeals and other adjustments throughout the year.
- **Income Tax** collections, 26% of the general fund budget, are above our conservative estimates for the beginning of the fiscal year and are now precisely on track with the amended budget proposal. Caution remains as the Federal Reserve determines how aggressively to respond to inflationary pressures and compounding supply shocks.
- **Return on Equity** is received in December and June. The current contract includes a guaranteed \$25M payment to the City and 3% of the Lansing Board of Water and Light's June 1 to May 31 revenue in excess of \$409,836,066. Specifically, revenue from retail and wholesale sales of chilled water, electric, steam, heat, and water utilities. This is 15% of the general fund budget that is set at a fixed dollar amount.
- **State Revenues** are slightly above projections with October, December, and February revenue sharing payments received by the City, but still below the 3rd quarter average. The Michigan Department of Treasury estimated a \$585k negative adjustment to Revenue Sharing resulting from updated Census results, however this impact has been offset to date through better state revenues than originally projected. A smaller payment for Fire Protection of State Facilities and additional \$550k in Marijuana revenues put the City on track with updated expectations.
- **Charges for Services** are slightly above previous years to date with public safety charges, reimbursements, and code compliance being the largest sources. This may be adjusted as cash receipts are accounted for or for minor accruals. This makes up 6% of the general fund budget.
- **Fines and Forfeitures** are below previous years to date. This is tied to District Court activities. This category makes up 1% of general fund revenues.
- **Licenses and Permits** are currently exceeding previous years collection. This is dependent on the timing of various licenses, many of which are managed by the Clerk's office.
- **Interest and Rents** are less than a percent of the City's budget. Collections are currently above previous year collections.
- **Other Revenues** are below previous year collections for this time. This category makes up only 1% of General Fund revenues.

(continued)

Expenditure Summary

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



Conclusion

The Administration continues to monitor expenditures and seek out necessary savings to maintain vital services while also making strategic investments to grow the City's economy and strengthen the quality of life for residents, workers, business owners, and visitors. While there is good news in terms of recovery, significant challenges remain in balancing the fiscal health of the City.

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

March 31, 2022 Revenue Summary

Fiscal Year July 1, 2021 - June 30, 2022

General Fund Revenues	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Projected</u> <u>Budget</u>	<u>FY 2022</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Mar. 31</u> <u>Avg.</u>
<u>Property Taxes</u>					
Non-Dedicated	34,325,000	34,325,000	33,166,346		
Dedicated - Police	3,525,000	3,525,000	3,525,000		
Dedicated - Fire	3,525,000	3,525,000	3,525,000		
Dedicated - Roads	2,350,000	2,350,000	2,350,000		
Dedicated - Parks	2,350,000	2,350,000	2,350,000		
Total	46,075,000	46,075,000	44,916,346	97.5%	99.0%
<u>Income Taxes</u>					
City Income Tax	29,380,800	37,241,000	22,796,290		
Total	29,380,800	37,241,000	22,796,290	61.2%	61.3%
<u>Return on Equity</u>					
Board of Water and Light	25,000,000	25,000,000	12,500,000		
Sewer Fund	-	300,000			
Total	25,000,000	25,300,000	12,500,000	49.4%	51.1%
<u>State Revenues</u>					
Revenue Sharing	15,598,000	15,598,000	8,921,326		
Fire Reimbursement Grants	3,250,000	3,250,000	2,620,079		
Personal Property Tax Reimbursement	900,000	900,000	852,804		
Recreational Marijuana	350,000	900,000	903,255		
Liquor License Fee	70,000	70,000	79,287		
Total	20,168,000	20,718,000	13,376,751	64.6%	59.4%
<u>Charges for Services</u>					
Public Safety	4,368,850	4,368,850	2,792,076		
Reimbursements	2,348,150	2,498,150	1,695,730		
Code Compliance	1,091,000	1,091,000	844,220		
Recreation Fees	415,500	415,500	343,488		
Appeals & Petitions	84,350	84,350	73,039		
Work for Others	35,200	35,200	208,440		
Central Stores	1,500	1,500	1,255		
Subscriptions and Information	300	300	250		
Total	8,344,850	8,494,850	5,958,498	70.1%	66.9%
<u>Fines and Forfeitures</u>					
Fines and Forfeitures	1,777,600	1,777,600	916,604		
Total	1,777,600	1,777,600	916,604	51.6%	72.7%
<u>Licenses & Permits</u>					
Cable Franchise Fees	1,000,000	1,000,000	513,441		
Marihuana Licenses	600,000	600,000	555,000		
Business Licenses	65,250	65,250	74,512		
Non-Business Licenses	37,600	37,600	23,009		
Building Licenses & Permits	17,250	17,250	6,925		
Total	1,720,100	1,720,100	1,172,887	68.2%	48.3%
<u>Interest & Rents</u>					
Interest Income	210,000	210,000	413,971		
Total	210,000	210,000	413,971	197.1%	67.1%
<u>Other Revenues</u>					
Miscellaneous	173,000	173,000	120,847		
Sale of Fixed Assets	102,000	102,000	-		
Donations & Contributions	65,000	78,614	123,686		
Total	340,000	353,614	123,686	35.0%	315.2%
<u>Total General Fund</u>					
Operating Revenue	133,016,350	141,890,164	102,295,880	72.1%	71.3%
Transfers from Other Funds	100,000	100,000	100,000		
Total	133,116,350	141,990,164	102,395,880	72.1%	70.9%

March 31, 2022 Departmental Summary

Fiscal Year July 1, 2021 - June 30, 2022

General Fund Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Projected</u> <u>Budget</u>	<u>FY 2022</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Mar. 31</u> <u>Target</u>
Beginning General Fund Balance	5,336,531	17,067,207	17,067,207		
Beginning Budget Stab. Fund Balance	8,795,321	12,705,546	12,705,546		
Total General Fund Reserves	<u>14,131,852</u>	<u>29,772,753</u>	<u>29,772,753</u>		
Revenues (detail on previous page)	133,116,350	141,990,164	102,395,880	72.1%	70.9%
<u>Departmental Expenditures:</u>					
Council	664,446	664,446	453,582	68.3%	73.2%
Internal Audit	194,724	194,724	142,133	73.0%	72.6%
Mayor's Office	1,618,281	1,618,281	1,151,526	71.2%	72.7%
Office of Community Media	583,262	583,262	378,530	64.9%	72.9%
District Court	6,329,859	6,329,859	4,243,150	67.0%	73.1%
Circuit Court Building Rental	285,000	325,500	321,728	98.8%	75.0%
City Clerk's Office	1,485,525	1,635,525	1,011,984	61.9%	73.2%
Neighborhood & Citizen Engagement	1,232,199	1,332,199	858,429	64.4%	73.6%
Economic Development & Planning	6,093,740	6,093,740	4,723,734	77.5%	72.9%
Finance Department	2,007,522	2,007,522	1,430,731	71.3%	73.1%
City Assessor	1,967,154	1,967,154	1,216,682	61.8%	72.9%
Treasury/Income Tax	2,384,813	2,384,813	1,634,282	68.5%	73.1%
Human Resources Department	2,572,681	2,585,681	1,428,677	55.3%	73.6%
City Attorney's Office	2,450,461	2,450,461	1,622,430	66.2%	72.7%
Police Department	49,911,211	50,004,825	34,689,975	69.4%	71.4%
Fire Department	38,811,479	39,236,479	27,594,068	70.3%	71.4%
Public Service	12,677,987	12,677,987	8,501,717	67.1%	74.3%
Human Relations & Community Services	1,934,094	1,934,094	1,278,952	66.1%	72.8%
Parks & Recreation Department	9,017,392	9,017,392	5,433,710	60.3%	73.2%
Human Service Agency Support	1,800,000	2,560,040	1,127,428	44.0%	76.3%
<u>Non-Departmental Expenditures:</u>					
Library Building Rental	135,000	135,000	106,879	79.2%	75.0%
Operating Subsidies to Other Funds	1,255,000	1,255,000	1,310,407	104.4%	100.0%
Contingency	300,000	-	-		
City Supported Agencies/MRJE	467,500	527,500	87,050	16.5%	84.5%
Capital Improvements	5,522,000	6,072,000	6,072,000	100.0%	100.0%
Debt Service & Penalties	990,020	990,020	30,585	3.1%	50.6%
	990,020	990,020	30,585	3.1%	50.6%
Vacancy Factor	(1,400,000)	(1,400,000)	-		
Expenditures	151,291,350	153,183,504	106,850,369	69.8%	73.5%
Net Impact on Fund Balance	(18,175,000)	(11,193,340)			
Federal Stimulus Reimbursement	18,875,000	-			
Ending General Fund Reserves	<u>14,831,852</u>	<u>18,579,413</u>			

March 31, 2022 Budget Appropriation Summary

Fiscal Year July 1, 2021 - June 30, 2022

Estimated Revenues	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Projected</u> <u>Budget</u>	<u>FY 2022</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Mar. 31</u> <u>Avg.</u>
Property Taxes	46,075,000	46,075,000	44,916,346		
Income Taxes	29,380,800	37,241,000	22,796,290		
Return on Equity	25,000,000	25,300,000	12,500,000		
State Revenues	20,168,000	20,718,000	13,376,751		
Charges for Services	8,344,850	8,494,850	5,958,498		
Fines & Forfeitures	1,777,600	1,777,600	916,604		
Licenses & Permits	1,720,100	1,720,100	1,172,887		
Interest & Rent	210,000	210,000	413,971		
Other Revenue	340,000	353,614	244,532		
Total Revenues	133,016,350	141,890,164	102,295,880	72.1%	71.3%

Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Projected</u> <u>Budget</u>	<u>FY 2022</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>Mar. 31</u> <u>Target</u> <u>Exp.</u>
Council					
Personnel	477,506	477,506	338,352		
Operating	186,940	186,940	115,230		
Total	664,446	664,446	453,582	68.3%	73.2%
Internal Audit					
Personnel	182,369	182,369	135,005		
Operating	12,355	12,355	7,128		
Total	194,724	194,724	142,133	73.0%	72.6%
Courts					
Personnel	5,136,026	5,136,026	3,532,577		
Operating	1,478,833	1,519,333	1,032,301		
Total	6,614,859	6,655,359	4,564,878	68.6%	73.2%
Mayor's Office					
Personnel	1,421,507	1,421,507	1,028,915		
Operating	196,774	196,774	122,611		
Total	1,618,281	1,618,281	1,151,526	71.2%	72.7%
Media Center					
Personnel	510,517	510,517	329,220		
Operating	72,745	72,745	49,310		
Total	583,262	583,262	378,530	64.9%	72.9%
Clerk's Office					
Personnel	1,056,330	1,056,330	739,371		
Operating	429,195	579,195	272,612		
Total	1,485,525	1,635,525	1,011,984	61.9%	73.2%
Neighborhood & Citizen Engagement					
Personnel	741,190	741,190	542,092		
Operating	491,009	591,009	316,338		
Total	1,232,199	1,332,199	858,429	64.4%	73.6%
Economic Development & Planning					
Personnel	3,423,250	3,423,250	2,383,021		
Operating	2,670,490	2,670,490	2,340,713		
Total	6,093,740	6,093,740	4,723,734	77.5%	72.9%

Appropriations	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Projected Budget</u>	<u>FY 2022 Mar. 31 Actuals</u>	<u>Mar. 31 Percent YTD</u>	<u>Mar. 31 Target Exp.</u>
Finance/Operations					
Personnel	1,517,661	1,517,661	1,058,987		
Operating	489,861	489,861	371,743		
Total	<u>2,007,522</u>	<u>2,007,522</u>	<u>1,430,731</u>	71.3%	73.1%
Assessing					
Personnel	1,706,240	1,706,240	1,060,510		
Operating	260,914	260,914	156,172		
Total	<u>1,967,154</u>	<u>1,967,154</u>	<u>1,216,682</u>	61.8%	72.9%
Treasury					
Personnel	1,869,301	1,869,301	1,237,936		
Operating	515,512	515,512	396,346		
Total	<u>2,384,813</u>	<u>2,384,813</u>	<u>1,634,282</u>	68.5%	73.1%
Human Resources					
Personnel	1,440,235	1,440,235	944,679		
Operating	1,132,446	1,145,446	483,998		
Total	<u>2,572,681</u>	<u>2,585,681</u>	<u>1,428,677</u>	55.3%	73.6%
Attorney's Office					
Personnel	2,183,939	2,183,939	1,464,102		
Operating	266,522	266,522	158,328		
Total	<u>2,450,461</u>	<u>2,450,461</u>	<u>1,622,430</u>	66.2%	72.7%
Police					
Personnel	42,171,580	42,171,580	29,226,013		
Operating	7,739,631	7,833,245	5,463,962		
Total	<u>49,911,211</u>	<u>50,004,825</u>	<u>34,689,975</u>	69.4%	71.4%
Fire					
Personnel	33,208,919	33,633,919	23,837,113		
Operating	5,602,560	5,602,560	3,756,956		
Total	<u>38,811,479</u>	<u>39,236,479</u>	<u>27,594,068</u>	70.3%	71.4%
Public Service					
Personnel	3,280,326	3,280,326	2,014,466		
Operating	9,397,661	9,397,661	6,487,252		
Total	<u>12,677,987</u>	<u>12,677,987</u>	<u>8,501,717</u>	67.1%	74.3%
Human Relations & Community Service					
Personnel	1,747,915	1,747,915	1,155,375		
Operating	186,179	186,179	123,577		
Total	<u>1,934,094</u>	<u>1,934,094</u>	<u>1,278,952</u>	66.1%	72.8%
Parks & Recreation					
Personnel	5,967,152	5,967,152	3,541,576		
Operating	3,050,240	3,050,240	1,892,135		
Total	<u>9,017,392</u>	<u>9,017,392</u>	<u>5,433,710</u>	60.3%	73.2%
Human Services					
Operating	1,800,000	2,560,040	1,127,428		
Total	<u>1,800,000</u>	<u>2,560,040</u>	<u>1,127,428</u>	44.0%	76.3%
City Supported Agencies/MRJE					
Operating	467,500	527,500	87,050		
Total	<u>467,500</u>	<u>527,500</u>	<u>87,050</u>	16.5%	84.5%

Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Projected</u> <u>Budget</u>	<u>FY 2022</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>Mar. 31</u> <u>Target</u> <u>Exp.</u>
Non-Departmental					
Contingency	300,000	-	-		
Vacancy Factor	(1,400,000)	(1,400,000)	-		
Library Lease	135,000	135,000	106,879		
Debt Service	990,020	990,020	30,585		
Total	<u>6,702,020</u>	<u>6,952,020</u>	<u>7,419,871</u>	106.7%	94.5%
 Total Expenditures	<u>151,191,350</u>	<u>153,083,504</u>	<u>106,750,369</u>	69.7%	73.3%
 General Fund balance	14,131,852	29,772,753			
Change	(18,175,000)	(11,193,340)			
Federal Stimulus Reimbursement	18,875,000	-			
Ending Fund Balance	<u>14,831,852</u>	<u>18,579,413</u>			

March 31, 2022 Governmental Summary

Fiscal Year July 1, 2021 - June 30, 2022

General Fund Appropriations	<u>FY 2022</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2022</u> <u>Projected</u> <u>Budget</u>	<u>FY 2022</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Mar. 31</u> <u>Avg.</u>
Beginning General Fund Balance	5,336,531	17,067,207	2,328,400		
Beginning Budget Stab. Fund Balance	8,795,321	12,705,546	7,792,610		
Total General Fund Reserves	<u>14,131,852</u>	<u>29,772,753</u>	<u>10,121,010</u>		
Revenues (detail on previous page)	133,116,350	141,990,164	102,395,880	72.1%	70.9%
General Government					
Attorney's Office	1,574,249	1,574,249	991,159		
City Clerk	1,092,782	1,242,782	726,183		
Council	503,484	503,484	335,850		
District Court	3,854,419	3,854,419	2,430,152		
Circuit Court Building Rental	285,000	325,500	321,728		
Internal Audit	118,127	118,127	87,019		
Finance	1,378,542	1,378,542	976,462		
City Assessor	1,232,797	1,232,797	687,426		
Treasury/Income Tax	1,455,037	1,455,037	961,093		
Human Resources	1,905,173	1,918,173	945,659		
Mayor's Office	1,036,093	1,085,493	769,074		
Office of Community Media	411,642	411,642	253,813		
Library Building Rental	135,000	135,000	106,879		
Vacancy Factor	(1,400,000)	(1,400,000)	-		
Total General Government	<u>13,582,345</u>	<u>13,835,245</u>	<u>9,592,497</u>	69.3%	73.5%
Public Safety					
Police Department	26,309,472	26,403,086	18,315,861		
Fire Department	20,321,076	20,746,076	14,857,895		
Total Public Safety	<u>46,630,548</u>	<u>47,149,162</u>	<u>33,173,757</u>	70.4%	71.8%
Community Development					
Economic Development & Planning	4,333,971	4,333,971	3,451,084		
Neighborhood & Citizen Engagement	898,595	998,595	619,220		
Human Relations & Community Services	1,206,874	1,206,874	757,102		
Human Service Agency Support	1,800,000	2,560,040	1,127,428		
City Supported Agencies/MRJE	467,500	527,500	87,050		
Total Community Development	<u>8,706,940</u>	<u>9,626,980</u>	<u>6,041,885</u>	62.8%	74.6%
Public Service					
Public Service Department	9,926,178	9,926,178	6,766,496	68.2%	74.4%
Recreation & Culture					
Parks & Recreation Department	6,431,628	6,431,628	3,594,661	55.9%	73.4%
Internal Services					
Retirement/Fixed Benefits	46,412,238	46,362,838	32,541,136		
Information Technology Expense	6,063,608	6,063,608	4,548,564		
Fleet Expense	4,642,582	4,642,582	2,557,183		
Engineering	828,263	828,263	621,198		
Total Internal Services	<u>57,946,691</u>	<u>57,897,291</u>	<u>40,268,082</u>	69.6%	71.5%
Non-Departmental Expenditures					
Contingency	300,000	-	-		
Operating Subsidies to Other Funds	1,255,000	1,255,000	1,310,407		
Capital Improvements	5,522,000	6,072,000	6,072,000		
Debt Service & Penalties	990,020	990,020	30,585		
Expenditures	151,291,350	153,183,504	106,850,369		
Net Impact on Fund Balance	(18,175,000)	(11,193,340)			
Federal Stimulus Reimbursement	18,875,000	-			
Ending General Fund Reserves	<u>14,831,852</u>	<u>18,579,413</u>			

Vacancy Factor Report

Fiscal Year Ending June 30, 2022

March, 31, 2022

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Vacancies Counted toward General Fund Vacancy Factor							
COUNCIL/INTERNAL AUDIT	1012120	LEGISAUD	LEGISLATIVE AUDITOR	COUNCIL	1.00	2/20/2020	64,824
HRCS	1012500	HMISPFAN	HMIS PERFORMANCE ANALYST	T243CTP	1.00	9/3/2021	30,738
ED&P/PLANNING	1012620	ASTPLMGR	ASSISTANT PLANNING MANAGER	T214 SUPV	1.00	3/20/2020	57,046
FINANCE/OPERATIONS	1012710	FINDRCTR	FINANCE DIRECTOR	EXEC	1.00	8/13/2021	64,401
ASSESSOR	1012720	RESAPPLD	RESIDENTIAL APPRAISER LEAD	T243CTP	1.00	10/18/2019	51,525
ASSESSOR	1012720	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243CTP	1.00	5/24/2019	42,282
ASSESSOR	1012720	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	1.00	10/5/2017	CONTRACT
TREASURY	1012730	ACTANT34	ACCT 34 (TREASURY INVESTIGATOR)	T243PT	1.00	2/22/2020	40,295
TREASURY	1012730	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	2/19/2021	33,344
HUMAN RESOURCES	1012800	LABRELS	EMPLOYEE & LABOR RELATIONS ADM	NON BARG CTP	0.80	10/26/2021	30,932
HUMAN RESOURCES	1012800	PRNCRECR	PRINCIPAL RECRUITER	T243CTP	1.00	4/18/2017	54,160
CITY ATTORNEY	1012900	ASTATY39	ASSISTANT CITY ATTORNEY	T214 NS	1.00	9/4/2021	43,366
CITY ATTORNEY	1012900	LGLADVSR	LEGAL ADVISOR	T214 NS	1.00	4/6/2018	51,672
CITY ATTORNEY	1012900	LGLSEC31	LEGAL ASSISTANT DISTRICT CT 31	T214 NS	1.00	1/27/2022	8,853
PUBLIC SERVICE/BUILDINGS	1013140	BLDSERSU	BUILDING SERVICES SUPERVISOR	T243CTP	1.00	10/16/2020	56,891
PUBLIC SERVICE/BUILDINGS	1013140	CUSTOWKR	CUSTODIAL WORKER 300	UAW	1.00	12/3/2021	12,708
PUBLIC SERVICE/BUILDINGS	1013140	ELCTRICN	ELECTRICIAN	T243SUP	1.00	12/30/2018	42,282
PUBLIC SERVICE/BUILDINGS	1013140	ELECFCW	ELECTRICAL FACILITY CTRL WKR	T243SUP	1.00	11/2/2018	35,237
PUBLIC SERVICE/BUILDINGS	1013140	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	3/2/2015	35,237
PUBLIC SERVICE/BUILDINGS	1013140	PLUMBSUP	PLUMBING SUPERVISOR	UAW	1.00	6/10/2018	56,891
POLICE/ADMIN	1013201	ADMSPC31	ADMINISTRATIVE SPECIALIST 31	T243SUP	1.00	12/28/2011	38,560
HUMAN RESOURCES	1013221	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/10/2021	15,431
HUMAN RESOURCES	1013221	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/13/2021	15,235
POLICE/CENTRAL SERVICES	1013221	POLTEC31	LPD FOIA ANALYST	T243CTP	1.00	7/31/2021	34,128
POLICE/RADIO LAB	1013222	RADTEC34	RADIO TECHNICIAN 34	T243CTP	1.00	3/26/2022	907
POLICE/DETENTION	1013224	DETENOFF	DETENTION OFFICER	T243CTP	1.00	12/5/2020	CONTRACT
POLICE/INVESTIGATIONS	1013224	DETECT2C	DETECTIVE IIC	CCLP NS	1.00	5/1/2021	58,903
POLICE/INVESTIGATIONS	1013224	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	2/13/2021	38,283
POLICE/PATROL	1013251	ADMAST28	ADMINISTRATIVE ASSISTANT 28	T243CTP	1.00	1/1/2022	10,888
POLICE/PATROL	1013251	LIEUTEN5	LIEUTENANT V	CCLP SUP	1.00	1/1/2022	22,046
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	7/14/2021	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	8/7/2021	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	8/17/2021	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	9/11/2021	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	1/6/2022	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	1/14/2022	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	2/26/2022	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/10/2022	TRAINEE
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/10/2022	2,930
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/16/2022	2,149
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/26/2022	781
POLICE/PATROL	1013251	SOCWKSUP	POLICE SOCIAL WORKER	T243SUP	1.00	1/24/2022	12,020
FIRE/ADMIN	1013501	ASTFIRCF	ASSISTANT FIRE CHIEF	NB SUPV	1.00	1/15/2021	OVERTIME
FIRE/ADMIN	1013501	FIRCHIEF	FIRE CHIEF	EXEC	1.00	9/4/2020	OVERTIME
FIRE/LOGISTICS	1013510	MATALSP3	MAINTENANCE ALARM SPECIALIST 3	IAFF	1.00	7/16/2021	OVERTIME
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/30/2020	OVERTIME
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/10/2021	OVERTIME
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/10/2021	OVERTIME
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/11/2021	OVERTIME
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/11/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	5/3/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	7/31/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	9/11/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	9/14/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	10/23/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	10/23/2021	OVERTIME
FIRE/OPERATIONS	1013520	FIRFIGTR	FIREFIGHTER	IAFF	(3.00)	OVERFILL	OVERFILL
FIRE/OPERATIONS	1013520	FFTRAINE	FIRE FIGHTER TRAINEE	IAFF	(1.00)	OVERFILL	OVERFILL
FIRE/PREVENTION	1013530	INSPECT4	INSPECTOR IV	IAFF	1.00	9/24/2021	42,963
PARKS/BUSINESS & MGMT	1013810	ACCTGCLK	ACCOUNTING CLERK	T243CTP	1.00	3/5/2022	3,554
PARKS/BUSINESS & MGMT	1013810	CLERKS23	CLERK 23	T243CTP	1.00	6/18/2021	26,374
PARKS/COMMUNITY CENTERS	1013831	PTCLRK23	PARTTIME CLERK 23	T243PT	1.00	1/7/2022	7,939
PARKS/COMMUNITY CENTERS	1013811	PTCTRPRG	PT COMMUNITY CENTER PROGRAMMR	T243PT	1.00	2/16/2022	6,373
					56.80		1,152,148

Vacancy Factor Report

Fiscal Year Ending June 30, 2022

March, 31, 2022

<u>Department</u>	<u>Key</u>	<u>PCN</u>	<u>Position Description</u>	<u>Bargaining Unit</u>	<u>FTE</u>	<u>Vacancy</u>	<u>Vacancy Factor</u>
Non-Vacancy Factor (non-General Fund) Vacancies							
PUBLIC SERVICE/O&M	1013611	ACTOPRSP	ACCOUNTING AND OPERATIONS SPEC	T243CTP	1.00	2/21/2022	5,962
PUBLIC SERVICE/O&M	1013611	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW	1.00	1/16/2022	9,708
PUBLIC SERVICE/O&M	1013611	EQPOPWK6	EQUIPMENT OPERATOR WORKER 600	UAW	1.00	12/2/2021	16,719
PUBLIC SERVICE/O&M	1013611	FRSTWKR5	ARBORIST 500	UAW	1.00	9/13/2021	25,889
PUBLIC SERVICE/O&M	1013611	FRSTWKR6	ARBORIST 500	UAW	1.00	9/13/2021	25,889
PUBLIC SERVICE/O&M	1013611	MANTWKR4	MAINTENANCE WORKER 400	UAW	1.00	3/25/2022	827
PUBLIC SERVICE/O&M	1013611	PKSMTWK2	GROUPS & MAINTENANCE WKR 200	UAW	1.00	9/4/2021	20,813
PUBLIC SERVICE/O&M	1013611	PKSMTWK2	GROUPS & MAINTENANCE WKR 200	UAW	1.00	1/24/2022	6,845
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	8/15/2020	44,459
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	12/4/2021	19,054
PUBLIC SERVICE/O&M	1013611	SNMATWKR	SIGN MAINTENANCE WORKER 400	UAW	1.00	3/26/2021	32,433
PUBLIC SERVICE/O&M	1013611	SOLWASUP	SOLID WASTE SUPERVISOR	T243SUP	1.00	8/15/2020	46,674
PUBLIC SERVICE/O&M	1013611	SWRMTWK4	SEWER MAINTENANCE WORKER 400	UAW	1.00	1/31/2022	7,281
ED&P/BUILDING SAFETY	2492610	BLDINSPC	BUILDING INSPECTOR	T243CTP	1.00	1/18/2022	12,621
ED&P/BUILDING SAFETY	2492610	PLNREVSU	PLAN REVIEW SUPERVISOR	T214 SUPV	1.00	3/19/2022	2,373
ED&P/PARKING	5853640	PRKNGMGR	PARKING MANAGER	NB SUPV	1.00	9/24/2021	51,469
ED&P/PARKING	5853641	ACCTGCLK	ACCOUNTING CLERK	T243CTP	1.00	1/22/2018	30,365
ED&P/PARKING	5853641	ACCTGCLK	ACCOUNTING CLERK	T243CTP	1.00	5/18/2019	30,365
ED&P/PARKING	5853641	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	11/9/2021	14,522
ED&P/PARKING	5853642	PKGWNWKR	PARKING ENFORCEMENT WORKER 400	UAW	1.00	10/23/2021	CONTRACT
ED&P/PARKING	5853642	PKGWNWKR	PARKING ENFORCEMENT WORKER 400	UAW	1.00	11/9/2021	CONTRACT
ED&P/PARKING	5853642	PKGRVCOL	PARKING REVENUE COLLECTORS	UAW	1.00	9/14/2019	24,978
ED&P/PARKING	5853642	PKGRVCOL	PARKING REVENUE COLLECTORS	UAW	1.00	1/24/2020	24,978
ED&P/PARKING	5853642	PKGRVCOL	PARKING REVENUE COLLECTORS	UAW	1.00	1/31/2022	5,607
ED&P/PARKING	5853642	PKGRVCOL	PARKING REVENUE COLLECTORS	UAW	1.00	1/31/2022	5,607
PUBLIC SERVICE/WWTP	5903670	ASPLSUPT	ASSIST PLANT SUPERINTENDENT	NB SUPV	1.00	7/31/2020	61,281
PUBLIC SERVICE/WWTP	5903670	ELECTECH	ELECTRICAL TECHNICIAN	T243CTP	1.00	10/5/2006	44,459
PUBLIC SERVICE/WWTP	5903670	UTLELWKR	UTILITY ELECTRICAL WORKER	UAW	1.00	5/31/2013	38,443
PUBLIC SERVICE/WWTP	5903670	WWMATWK4	WASTEWATER MAINTENANCE WKR 400	UAW	1.00	6/21/2021	32,433
PUBLIC SERVICE/WWTP	5903670	WWMATWK6	WASTEWATER MAINTENANCE WKR 600	UAW	1.00	5/27/2020	38,105
PUBLIC SERVICE/WWTP	5903670	WWPLTLBR	WASTE WATER PLANT LABORER	UAW	1.00	7/12/2019	29,651
PUBLIC SERVICE/WWTP	5903670	WWRESHAN	RESIDUAL HANDLER	UAW	1.00	12/18/2020	35,237
PUBLIC SERVICE/WWTP	5903670	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	1.00	10/23/2015	46,674
INFO TECH	6303130	DATANLST	DATA ANALYST	T243CTP	1.00	2/16/2018	46,674
INFO TECH	6303130	TELCMTEC	TELECOMMUNICATIONS TECHNICIAN	T243SUP	1.00	1/21/2022	11,342
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/1/2017	42,282
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/12/2019	42,282
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	3/29/2019	35,237
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	5/13/2019	35,237
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	8/17/2019	35,237
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	7/21/2021	32,720
PUBLIC SERVICE/FLEET	6433623	SRVCSPEC	SERVICE SPECIALIST	T243CTP	1.00	9/20/2019	33,344
PUBLIC SERVICE/FLEET	6433623	VEHWKR04	VEHICLE MAINTENANCE WORKER 400	UAW	1.00	11/1/2020	32,433
PUBLIC SERVICE/ENGINEERING	6453603	BPTMANGR	PERMITS SUPERVISOR	T243SUP	1.00	11/22/2004	CONTRACT
PUBLIC SERVICE/ENGINEERING	6453603	CTYENGNR	CITY ENGINEER	T243SUP	1.00	8/16/2019	69,324
PUBLIC SERVICE/ENGINEERING	6453603	DPPBSDIR	DEPUTY PUBLIC SERVICE DIRECTOR	NB SUPV	1.00	7/1/2017	82,501
PUBLIC SERVICE/ENGINEERING	6453603	ENGTECHN	ENGINEER TECHNICIAN	T243CTP	1.00	9/4/2021	27,874
PUBLIC SERVICE/ENGINEERING	6453603	PLMINSPC	PLUMBING INSPECTOR	T243CTP	1.00	10/1/2018	42,282
PUBLIC SERVICE/ENGINEERING	6453603	TRANSENG	TRANSPORTATION ENGINEER	NB SUPV	1.00	1/1/2020	78,536
HUMAN RESOURCES	1012800	LABRELSP	EMPLOYEE & LABOR RELATIONS ADM	NON BARG CTP	0.20	10/26/2021	7,733
DISTRICT COURT	7602201	COLOFFCR	COLLECTIONS OFFICER	T243 DCT	1.00	4/1/2021	23,873
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	T243 DCT	1.00	1/17/2020	23,873
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	T243 DCT	1.00	9/7/2021	18,026
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	T243 DCT	1.00	10/2/2021	15,712
DISTRICT COURT	7602201	MAGISCLK	MAGISTRATE'S CLERK	DCT NON REPR	1.00	7/12/2019	25,092
					<u>54.20</u>		<u>1,553,336</u>

Vacancy Factor Offsets - General Fund

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor	Without Offset
COUNCIL/INTERNAL AUDIT	1012120	LEGISAUD	LEGISLATIVE AUDITOR	COUNCIL	1.00	2/20/2020	64,824	64,824
COUNCIL/INTERNAL AUDIT TOTAL							64,824	64,824
HRCS	1012500	HMISPFAF	HMIS PERFORMANCE ANALYST	T243CTP	1.00	9/3/2021	30,738	30,738
HRCS TOTAL							30,738	30,738
ED&P/PLANNING	1012620	ASTPLMGR	ASSISTANT PLANNING MANAGER	T214 SUPV	1.00	3/20/2020	57,046	57,046
ED&P/PLANNING TOTAL							57,046	57,046
FINANCE/OPERATIONS	1012710	FINDRCTR	FINANCE DIRECTOR	EXEC	1.00	8/13/2021	64,401	64,401
FINANCE/OPERATIONS TOTAL							64,401	64,401
ASSESSOR	1012720	RESAPPLD	RESIDENTIAL APPRAISER LEAD	T243CTP	1.00	10/18/2019	51,525	51,525
ASSESSOR	1012720	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243CTP	1.00	5/24/2019	42,282	42,282
ASSESSOR	1012720	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	1.00	10/5/2017	CONTRACT	49,080
ASSESSOR TOTAL							93,806	142,887
TREASURY	1012730	ACTANT34	ACCT 34 (TREASURY INVESTIGATOR)	T243PT	1.00	2/22/2020	40,295	40,295
TREASURY	1012730	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	2/19/2021	33,344	33,344
TREASURY TOTAL							73,639	73,639
HUMAN RESOURCES	1012800	LABRELSF	EMPLOYEE & LABOR RELATIONS ADM	NON BARG CTP	0.80	10/26/2021	30,932	30,932
HUMAN RESOURCES	1012800	PRNCRECR	PRINCIPAL RECRUITER	T243CTP	1.00	4/18/2017	54,160	54,160
HUMAN RESOURCES TOTAL							85,093	85,093
CITY ATTORNEY	1012900	ASTATY39	ASSISTANT CITY ATTORNEY	T214 NS	1.00	9/4/2021	43,366	43,366
CITY ATTORNEY	1012900	LGLADVSR	LEGAL ADVISOR	T214 NS	1.00	4/6/2018	51,672	51,672
CITY ATTORNEY	1012900	LGLSEC31	LEGAL ASSISTANT DISTRICT CT 31	T214 NS	1.00	1/27/2022	8,853	8,853
CITY ATTORNEY TOTAL							103,892	103,892
PUBLIC SERVICE/BUILDINGS	1013140	BLDSERSU	BUILDING SERVICES SUPERVISOR	T243CTP	1.00	10/16/2020	56,891	56,891
PUBLIC SERVICE/BUILDINGS	1013140	CUSTOWKR	CUSTODIAL WORKER 300	UAW	1.00	12/3/2021	12,708	12,708
PUBLIC SERVICE/BUILDINGS	1013140	ELECTRICN	ELECTRICIAN	T243SUP	1.00	12/30/2018	42,282	42,282
PUBLIC SERVICE/BUILDINGS	1013140	ELECFAW	ELECTRICAL FACILITY CTRL WKR	T243SUP	1.00	11/2/2018	35,237	35,237
PUBLIC SERVICE/BUILDINGS	1013140	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	3/2/2015	35,237	35,237
PUBLIC SERVICE/BUILDINGS	1013140	PLUMBSUP	PLUMBING SUPERVISOR	UAW	1.00	6/10/2018	56,891	56,891
PUBLIC SERVICE/BUILDINGS TOTAL							239,246	239,246
POLICE/ADMIN	1013201	ADMSPC31	ADMINISTRATIVE SPECIALIST 31	T243SUP	1.00	12/28/2011	38,560	38,560
HUMAN RESOURCES	1013221	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/10/2021	15,431	15,431
HUMAN RESOURCES	1013221	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/13/2021	15,235	15,235
POLICE/CENTRAL SERVICES	1013221	POLTEC31	LPD FOIA ANALYST	T243CTP	1.00	7/31/2021	34,128	34,128
POLICE/RADIO LAB	1013222	RADTEC34	RADIO TECHNICIAN 34	T243CTP	1.00	3/26/2022	907	907
POLICE/DETENTION	1013224	DETENOFF	DETENTION OFFICER	T243CTP	1.00	12/5/2020	CONTRACT	34,599
POLICE/INVESTIGATIONS	1013224	DETECT2C	DETECTIVE IIC	CCLP NS	1.00	5/1/2021	58,903	58,903
POLICE/INVESTIGATIONS	1013224	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	2/13/2021	38,283	38,283
POLICE/INVESTIGATIONS	1013224	POLOFFCR	POLICE OFFICER 1	CCLP NS	-	-	-	-
POLICE/PATROL	1013251	ADMAST28	ADMINISTRATIVE ASSISTANT 28	T243CTP	1.00	1/1/2022	10,888	10,888
POLICE/PATROL	1013251	LIEUTENS	LIEUTENANT V	CCLP SUP	1.00	1/1/2022	22,046	22,046
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	7/14/2021	TRAINEE	36,330
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	8/7/2021	TRAINEE	33,010
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	8/17/2021	TRAINEE	31,642
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	9/11/2021	TRAINEE	28,126
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	1/6/2022	TRAINEE	11,719
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	1/14/2022	TRAINEE	10,547
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	2/26/2022	TRAINEE	4,688
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/10/2022	TRAINEE	2,930
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/10/2022	2,930	2,930
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/16/2022	2,149	2,149
POLICE/PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	3/26/2022	781	781
POLICE/PATROL	1013251	SOCWKSUP	POLICE SOCIAL WORKER	T243SUP	1.00	1/24/2022	12,020	12,020
POLICE TOTAL							252,261	445,852
FIRE/ADMIN	1013501	ASTFIRCF	ASSISTANT FIRE CHIEF	NB SUPV	1.00	1/15/2021	OVERTIME	78,536
FIRE/ADMIN	1013501	FIRCHIEF	FIRE CHIEF	EXEC	1.00	9/4/2020	OVERTIME	85,755
FIRE/LOGISTICS	1013510	MATALSP3	MAINTENANCE ALARM SPECIALIST 3	IAFF	1.00	7/16/2021	OVERTIME	54,851
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/30/2020	OVERTIME	62,662
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/10/2021	OVERTIME	46,037
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/10/2021	OVERTIME	46,037
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/11/2021	OVERTIME	46,037
FIRE/OPERATIONS	1013520	CAPTAIN4	CAPTAIN IV	IAFF	1.00	9/11/2021	OVERTIME	46,037
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	5/3/2021	OVERTIME	56,072
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	7/31/2021	OVERTIME	49,778
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	9/11/2021	OVERTIME	41,196
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	9/14/2021	OVERTIME	40,624
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	10/23/2021	OVERTIME	32,613
FIRE/OPERATIONS	1013520	FIRENG02	ENGINEER II	IAFF	1.00	10/23/2021	OVERTIME	32,613
FIRE/OPERATIONS	1013520	FIRFIGTR	FIREFIGHTER	IAFF	(3.00)	OVERFILL	OVERFILL	OVERFILL
FIRE/OPERATIONS	1013520	FFTRAINE	FIRE FIGHTER TRAINEE	IAFF	(1.00)	OVERFILL	OVERFILL	OVERFILL
FIRE TOTAL							-	718,850
FIRE/PREVENTION	1013530	INSPECT4	INSPECTOR IV	IAFF	1.00	9/24/2021	42,963	42,963
FIRE/PREVENTION TOTAL							42,963	42,963
PARKS/BUSINESS & MGMT	1013810	ACCTGCLK	ACCOUNTING CLERK	T243CTP	1.00	3/5/2022	3,554	3,554
PARKS/BUSINESS & MGMT	1013810	CLERKS23	CLERK 23	T243CTP	1.00	6/18/2021	26,374	26,374
PARKS/BUSINESS & MGMT TOTAL							29,928	29,928
PARKS/COMMUNITY CENTERS	1013831	PTCLRK23	PARTTIME CLERK 23	T243PT	1.00	1/7/2022	7,939	7,939
PARKS/COMMUNITY CENTERS	1013811	PTCTPRPG	PT COMMUNITY CENTER PROGRAMMR	T243PT	1.00	2/16/2022	6,373	6,373
PARKS/COMMUNITY CENTERS TOTAL							14,312	14,312
GRAND TOTAL							1,152,148	2,113,669

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
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Lansing.Mayor@lansingmi.gov

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: RESCINDING THE EXECUTIVE ORDER ESTABLISHING THE MAYOR'S ARTS AND CULTURE COMMISSION 2018-03 AND THE EXECUTIVE ORDER APPROVING THE PUBLIC ART POLICY AND GUIDELINES 2019-06, AND ESTABLISH THE CITY OF LANSING PUBLIC ART POLICY AND POLICY GUIDELINES

The Mayor's Arts and Culture Commission (MAACC) was created by Executive Order in 2018, "in recognition that arts and culture have a positive impact on the local economy, build community infrastructure, provide a mechanism for celebration of Lansing's heritage and diversity, and provide opportunities for lifelong learning."

In October 2021, Mayor Schor's ordinance amendment to create a permanent City of Lansing Arts and Culture Commission was passed by City Council. As provided by the Lansing Codified Ordinances, Chapter 266, the Arts and Culture Commission shall: (A) Make recommendations regarding all arts and cultural activities within the City of Lansing; (B) Develop and recommend ongoing arts and culture performance measures and best practices; (C) Fulfill all advisory board functions set forth in sections 5-106 of the City Charter.

Consistent with the Mayor's vision, the duties and responsibilities of providing valuable advice and insight into arts and culture in the City of Lansing have been transferred to the Arts and Culture Commission created by ordinance. As such, the MAACC is redundant and thus disbanded.

The following Executive Order shall be effective immediately.

APR27'22 12PMCLERK

Andy Schor
Mayor



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OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

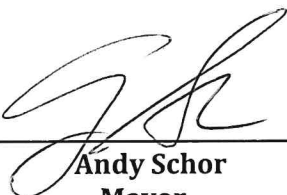
Executive Order 2022-02

Executive Order 2018-03 (Establishing the Mayor's Arts and Culture Commission), is hereby rescinded. The Mayor's Arts and Culture Commission (MAACC) is thus disbanded.

Executive Order 2019-06 (Approving the Public Art Policy and Guidelines), is hereby rescinded.

I hereby adopt the "City of Lansing Public Art Policy Established by Executive Order 2022-02" and "City of Lansing Arts and Culture Commission Public Art Policy Guidelines" attached to this Executive Order.

This Executive Order, signed on this 27 day of April, 2022, shall remain in effect until it is rescinded or superseded.



Andy Schor
Mayor



CITY OF LANSING PUBLIC ART POLICY ESTABLISHED BY EXECUTIVE ORDER 2022-02

INTENT AND PURPOSES

The State of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et seq.), the importance of promoting art in public spaces and public facilities.

The City of Lansing (the “City”) has determined that the creation of public art will improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community. The City also recognizes the role that government can play and the support that government can offer to foster the development of culture and the arts.

Where possible, the City of Lansing will incorporate or work with outside parties to incorporate art into the interior spaces of public facilities and into the design of all public buildings, ways, bridges, parks, plazas, promenades, or other public spaces.

The placement of public art adds to the unique character and quality of life of a community. Public art can play a part in strengthening civic identity, community pride, and create a cultural economy. By adding public art to an otherwise ordinary space, it can introduce a surprising, unexpected and energizing element. Public art has the capacity to humanize our city environment.

The correct public art located in the correct location can be the foundation for the creation of a "sense of place." Art placed in public spaces animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate and inspire.

The City of Lansing strives to encourage the use of public art to create a feeling that this community is a special place and is distinct. Through this policy, Lansing seeks to provide opportunities for creating exciting and attractive public spaces that are used and enjoyed by the community including residents, businesses, and visitors to the area.

DEFINITION:

“Public art” shall include all forms of visual art regardless of its permanence, created in any medium, material or combination thereof. Public art may take the form of individual works or site-specific installations integrated into public facilities and/or into the design and physical landscape within the City.

Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines, Public art governed by this policy that is acquired by City Funds/Grants, donated to the City, or provided by a private entity as a community benefit should be visually or physically accessible to the public.

OVERSIGHT BODY

The Arts and Culture Commission (AACC) will create guidelines and recommendations, subject to the approval of the Mayor, to implement the provisions of this Public Art Policy. An initial version of these guidelines has been received as part of this executive order.

The AACC will also create a structure by which recommendations will be provided to the Mayor regarding public art projects and placement within the City.

The City of Lansing Parks Board will continue to review projects and changes recommended within parks throughout the city, as per charter and ordinance, and make appropriate recommendations. The City of Lansing Public Service Board will continue to review projects and changes recommended within the publicly owned space throughout the city, as per charter and ordinance, and make appropriate recommendations. The AACC, or its designee, will be the liaison between the Parks and Recreation Commission, the Public Service Board, and/or any other city commissions or departments that need to offer technical expertise or address concerns on any public art project.

FUNDING

The City will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget and/or encourage use of grants and private funding as additional sources of funding for public art.

REVIEW OF POLICY

Periodically, the AACC will review this Public Art Policy to determine how it can be improved to better meet the community's needs and interests, and recommend changes to the Mayor.



City of Lansing Arts and Culture Commission Public Art Policy Guidelines

Introduction

By establishing a Public Art Policy, the City of Lansing has joined cities around the country that have enlivened their appearance and appeal through placement of art where the community gathers such as parks, buildings, plazas, and pedestrian and vehicular access paths.

Statement of Purpose

As part of its Public Art Policy, a Public Art Program is established. The Public Art Program enhances life in the City of Lansing. Art in public places provides opportunity for visual delight; it can stimulate community dialogue by challenging familiar experience. Public art enriches lives as it creates a more cultural urban environment.

Arts and Culture Commission Public Arts Committee (AACC PAC)

The AACC Public Arts Committee is responsible for the administration and overall management of the City of Lansing's Public Art Program, including but not limited to: budget supervision; securing site locations; releasing a call for proposals or call for artists; seeking Mayoral approval; supervising placement; creating signage; coordinating public art dedications; and carrying out any applicable educational programming.

Goals of the Public Art Program

The goals of the City of Lansing's Public Art Program are to:

- Promote the visual arts in Lansing;
- Include works of art representing a broad variety of media, styles and community interests;
- Provide opportunities for artists of all racial, ethnic and cultural backgrounds, disabilities and other diverse groups;
- Enhance the urban environment and public spaces throughout the City;
- Pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process;
- Document, maintain and conserve works of art in any public art collection(s);
- Provide public art of exceptional quality which adds to the community's vibrancy and identity of this area;
- Use public art to help express the City's history and cultural heritage;
- Foster the public's understanding and enjoyment of public art;
- Use public art as a means to foster the community's sense of spirit, pride, and Development;
- Enrich the quality of life for the community and the region by creating exciting, appealing, and harmonious public spaces;
- Integrate public art into new City facilities;
- Enhance the City's image locally, regionally and nationally; and,
- Recognize the contribution of public art in economic development.

Public Art Policy Guideline Revisions

The AACC may recommend changes to these Public Art Policy Guidelines to the Mayor at any time, and are subject to the Mayor's final approval.

Funding

The City of Lansing will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget and/or encourage use of grants and private funding as additional sources of funding for public art.

Oversight

Any recommended projects or changes that occur within a City of Lansing park will also be referred to the Mayor, and will be referred to the Lansing Parks Board for review and recommendation to the Mayor. Any recommended projects or changes that occur in a publicly owned space in the City of Lansing will be referred to the Mayor, and will also be referred to the Lansing Public Service Board for review and recommendation to the Mayor.

Public Art Project Process

The phases below outline a **suggested process** for carrying out a public art project. These phases are intended to be guidelines, as it is recognized that each project is unique and adjustments will need to be tailored to each individual project. This process is inclusive of projects initiated internally from the City of Lansing and/or for projects initiated by external stakeholders interested in placing art in public spaces.

The City of Lansing encourages projects initiated by external stakeholders interested in placing art in private spaces to utilize these Public Art Policy Guidelines as appropriate. The AACC may be used in a consultative role to these external stakeholder/private property art projects as requested and as capacity is available.

Phase 1: Assess the Project

At the earliest stage, the AACC PAC discusses the feasibility of a proposed public art project. These discussions include, but are not limited to, the following questions:

1. How would the public art project serve the goals of the Public Art Program and the needs of the community?
 - What art is currently included in the City of Lansing's program?
 - What themes, materials and style will add to the diversity of public art in the City of Lansing?
 - Is there an expressed interest of style preference for this site or project?
2. What site is currently available for placement and is a feasible, visible location for public art?
3. If a site is first chosen, what medium would be best suited for this space?
4. Will the community have sufficient access to the art once it is placed and will its placement enhance the public art program as a whole?
5. What is the proposed budget for the project, including the cost of the public art, installation costs, signage and all other associated costs?
6. Is the budget sufficient to pay for this placement or will additional funds be required from another source? If other funds are to be sought, will these funds come from a grant, contribution, or by collaboration with a private sector entity such as a developer?
7. What difficulties or resistance are likely to be met?
8. What timelines and other site factors that may affect placement need to be considered?
9. What are the maintenance considerations?
10. Who besides the AACC will be actively involved in this project? Will there be architects, landscape architects, engineers, residents, affected property owners (commercial or resident), other City of Lansing staff, or donors involved?
11. What is the timeline for the project?

Once the AACC PAC has considered the above, it may choose to formally pursue the project, or it may continue with the discussion to resolve issues of concern.

Phase Two: Call for Proposals or Artists (if needed)

Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the AACC PAC will assess the project, establish selection criteria, and meet with stakeholders, if any, to be involved in the vision. It is suggested that selection criteria be included in the RFP or RFQ.

The selection criteria may include originality of artwork, credentials of artist(s), relevance of artwork's theme, sustainability and maintenance. Criteria can be changed or modified depending on the needs in the RFP. The creation of selection criteria will set up an agreed-upon expectation as to what basis the RFP or RFQ should be judged upon.

Upon agreement, the AACC PAC, or its designee, will prepare and send out the RFP or RFQ. This call includes project specifics regarding the location, style or nature of the placement, type and theme of the project; maintenance considerations; and a budget. It is distributed to artists locally, throughout Michigan and nationally, so that the best possible pool of candidates can be assembled. Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement and a budget. Artists are free to include other materials as they wish.

The AACC PAC or its designee catalogs all the artists and/or proposals.

Phase Three: Artist Selection Panel (if needed)

If it is appropriate to the project, the AACC PAC may name an Art Selection Panel to evaluate the proposal(s) based on the goals of the Public Art Program and make a recommendation to the AACC, which will ultimately seek authorization from the Mayor to place the public art.

The Art Selection Panel members must be:

- Free of conflict of interest or the potential for financial gain from either the project or the purchase of that specific work of art by the City of Lansing; and,
- Willing to sign a conflict-of-interest statement.

The chosen Art Selection Panel will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping and site concerns. The Art Selection Panel members may consult with landscape architects or other project design professionals as needed. It may choose to interview artists to gather additional information on the proposals, including revisions to artwork. The Art Selection Panel will include strong representation from residents of the City of Lansing. Recommended Art Selection Panel size is five members.

The Art Selection Panel will be composed primarily of arts professionals, to assure objective judgment based on the critical success and professional accomplishments of the artists under consideration, and to find the best possible match between the site, the community, and the artist(s).

After deliberating on the proposal(s), the Art Selection Panel will make a recommendation to the AACC. The Art Selection Panel may choose to recommend one artist and/or proposal or a set of finalists or may recommend that the City not move forward with a proposed project.

Phase Four: The Artist and the Work of Art

Once the Art Selection Panel has made its recommendation to the AACC, the AACC then reviews the recommendation. The AACC may arrange a site visit with the artist(s) so that the AACC may learn about the project in more detail. In addition, the AACC may choose to have the artist(s) meet with community members, stakeholders, and City of Lansing staff involved in the project. The AACC may recommend that finalists be displayed to the public for community feedback if a choice is involved.

Finally, AACC will vote to accept or reject the recommendation.

Phase Five: Public Awareness/Information

A Public Art Program can only be as successful as its community support. This requires ongoing educational programming that provides ample opportunities for community discussion, analysis and debate about the significant topics involved with public art. It may also provide for the informational needs of the community as a particular project is developed. Educational awareness programming is a part of the responsibilities of the AACC and should be an ongoing part of the AACC's annual activities.

Phase Six: Contracts and Budget

Once the AACC approves a recommendation for a public art project, final contract negotiations will take place according to the nature of the project.

For a commissioned artwork, the City of Lansing will enter into a contract with the artist. The dollar amount of the contract is subject to the funds allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of the call for proposals or artists.

The contract itself is completed under the supervision of the Mayor and the City Attorney. It is a standard contract for services and transfers ownership of the art to the City of Lansing at the time of installation. The contract should ensure that the art becomes the full property of the City of Lansing, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City of Lansing from the artists duplicating the exact work for sale to others.

The AACC PAC or its designee may work together with the artist(s) to bring the project to completion. The AACC may enhance its understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs or inviting the artist to a meeting for an update. Other City of Lansing staff, community members, and professionals related to the project also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City of Lansing may hold a dedication ceremony to formally introduce the art and the artist to the community. The art and artist(s) will be identified with appropriate signage on the site.

Phase Seven: Documentation/Evaluation

The AACC PAC will periodically review these Public Art Policy Guidelines to determine how they can be improved to better meet the community's needs and interests, and the goals of the Public Art Program, especially immediately following a selection.

The AACC PAC will be responsible for documenting the City of Lansing's public art. This documentation will include a file on each work with basic information including date, acquisition process, artist, and photographs. It may also include a public art brochure, videos and other records of the City of Lansing's art works.

Donations

Groups or individuals may contribute monetary gifts to the Public Art Fund for use in initiating a new or sustaining a current public art project. Groups or individuals may also request that the AACC consider the placement of a donated work of art. Any newly proposed public art project or placement of a donated work of art will go through the process listed above.

Relocation and/or Decommissioning Artwork

At the sole discretion of the City of Lansing, relocation or decommissioning of artwork may occur. One or more of the following reasons may be considered in the relocation/decommissioning process:

- The condition or security of the artwork cannot be reasonably guaranteed in its present location.
- The artwork presents a public safety risk.
- The artwork is damaged and repair is not feasible.
- Significant changes in the use, character or actual design of the site requires a re-evaluation of the art work's relationship to the site.
- The artwork requires excessive maintenance or has failures of design or workmanship.