

AGENDA

Committee of the Whole AGENDA FOR JUNE 13, 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 23, 2022
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Ballot Proposal; City Charter Amendment to modify the requirements to serve on a Board, Commission, or Committee by making those with felony convictions eligible for appointment
 - C. RESOLUTION - Reappointments
 - D. DISCUSSION - FY2022/2023 Budget Question and Answers
6. **Other/Presentations**
 - E. Police/Fire Infrastructure Presentation - Administration
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.

DRAFT



MINUTES **Committee of the Whole** **Monday, May 23, @ 5:30 p.m.** **Tony Benavides Lansing City Council Chambers**

CALL TO ORDER

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

PRESENT

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

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Jake Brower, Finance
Jane Bias DiSessa, Deputy Mayor
Mark Lawrence, Mayors Office
Lucianna Solis, Mayors Office
Robin Stites, Election Supervisor
Brian Jackson, Deputy City Clerk
Chris Swope, City Clerk
Heather Sumner, City Attorney
Jim Smiertka, City Attorney
Lisa Hagen, City Attorney

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 16, 2022 AS PRESENTED. MOTION CARRIED 7-0.

Public Comment

No public comment at this time.

Discussion/Action

Council Member Wood asked the Administration for all the questions from the budget hearings in one complete document by the June 13, 2022 Committee meeting.

DRAFT

RESOLUTION – Polling Place Changes; Establishment of voting locations for all Precincts

Mr. Swope explained the process on the precinct boundaries based on the legislature process, then after reviewing the polling locations, there were changes to eliminate some locations because of school district buildings being utilized during school days which was a conflict. In addition there was a church no longer wished to be a polling place, and another church that was closing end of May, 2022. Lastly, Mr. Swope stated that they In addition they look at place near residents, however they are restricted locations based on the number of residents, non-profits, schools, etc.

Council Member Wood referenced the resolution, 4th Ward Dr. Eva Evans Center, and asked if they were aware of the CSO project in the area. Mr. Swope acknowledged he was not aware of the CSO project, but in those situations where building is open, and route is changed, they can do email and post card notifications. Council Member Wood then asked about the sale of the administration building, and Mr. Swope stated the building to the South they are looking at selling not the administration building.

Council Member Jackson asked about the 4th Ward Precinct numbers, and Mr. Swope confirmed there are 10 precincts per Ward. Council President Hussain stated the Election Commission is powered to making voting more accessible.

Council Member Spitzley asked how they let the public know about the changes, and Mr. Swope confirmed they will be mailing out new voter registration cards, signs and emails.

Council Member Daniels stepped away at 5:42 p.m.

Council Member Spitzley asked when they would send out the notifications, and Mr. Swope confirmed it would be within the next 2 weeks, and they are training to coordinate with the absentee voter applications.

Council Member Daniels returned to the meeting at 5:43 p.m.

Council President Hussain asked about the number of locations in each Ward, and asked about the access to Southwest Lansing and why only 5 in Ward 3. Mr. Swope, while there are fewer locations, but there are relatively equal distances because it is smaller but denser population. The maximum number of voters in a precinct is regulated by State law, so they have to look at the size of the facility. Council President Hussain asked if they do a survey to determine if the locations worked, and it was confirmed.

Council Member Wood asked about the grant funds that were awarded in the past and if those were used for polling locations or equipment. Mr. Swope confirmed they have used grant funds in the past to purchase equipment that is portable.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO ESTABLISH POLLING PLACE CHANGES FOR ALL PRECINCTS. MOTION CARRIED 7-0.

Other

Council President Hussain asked the Administration about a statement at a previous meeting in January on the statement they were challenging the results of the Census. Ms. Bias DiSessa was not aware of any challenge, but would report at the next meeting.

Place on File – General Fund Status Report; Fiscal Year 2021-2022 Third Quarter

Mr. Brower went through the report in the packet. He highlighted the revenues budgeted, spoke on the COVID challenges and receiving the federal dollars they could maintain the year

DRAFT

by utilizing those dollars. It was also determined they could use one time revenue to restore the City's level and use federal funds for a more sustainable pattern forward. The report moved forward with the expenditures and the expenditure target.

Council Member Spitzley asked about an earlier discussion on the income tax and back taxes. Mr. Brower confirmed the collection effort has been successful, but the Finance Director would have to speak to that.

Mr. Brower went in the report on Return on Equity with LBWL, and State revenues including the State revenue from the Medical Marihuana licensing.

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

Place on File – Vacancy Factor Report; Fiscal Year 2021-2022 Third Quarter

Mr. Brower went through the vacancy factor report in the packet, stating they are on track with meeting the factor, outlining the number of vacancies, the FT and unusual breakdowns. On the final page of the report, Mr. Brower stated there is a numeric value applied to overtime and contractual but admitted they are not satisfied with the formatting of it at this time so will continue to work on that.

Council Member Spitzley asked what "over fill" meant and Mr. Brower stated that is where there were more positions than vacancies, it is a clerical practice of overlapping.

Council Member Wood referenced the 12/31/2021 report and discrepancies with the 3/31/2022 report, providing examples of 12/31 reports which noted the Internal Auditor was "Contract" which is what it was, but in the 3/2022 and it is not listed that way. She then referenced other examples of previous "contract" and now not such as Assistant Planning Manager and an Administrative Specialist 31 in LPD to name a few. She asked for Mr. Brower to explain the reasoning for the differences. Mr. Brower stated they reviewed the ones that were contracted and this is an error of them, and apologized. Council Member Wood asked for the reports to be evaluated and resubmitted

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

Place on File – Ex. Order 2022-02; Public Art Policy Adoption and Rescinding the Mayor's Arts and Culture Commission

Council President Hussain outlined the order. Council Member Wood added that with an Executive Order Council has a certain number of days to act and if not it will be motioned to be placed on file.

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

Closed Session

MOTION BY COUNCIL MEMBER WOOD TO GO INTO CLOSED SESSION AT 6:03 P.M. PURSUANT TO MCL 15.268(1) (H) TO CONSULT WITH THE CITY ATTORNEY IN CONNECTION WITH A WRITTEN LEGAL OPINION WHICH IS A WRITING EXEMPT FROM DISCLOSURE PURSUANT TO THE FREEDOM OF INFORMATION ACT AND CITY CLERK SWOPE BE ALLOWED INTO THE MEETING AS WELL.

ROLL CALL VOTE, MOTION CARRIED 6-1.

DRAFT

Reconvene

Council President Hussain reconvened the meeting at 6:36 p.m.

Adjourn

The meeting adjourned at: 6:37 p.m.

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

Draft Resolution #2022-###

By the Committee of the Whole
Resolved by the City Council of the City of Lansing

WHEREAS, the Home Rule City Act requires that a city charter outline the qualifications of the City's officers;

WHEREAS, the Lansing City Charter permits the establishment of boards and commissions through Charter or ordinance; and

WHEREAS, members of boards and commissions are considered city officers under the Lansing City Charter; and

WHEREAS, the Lansing City Charter recognizes the important role that individual citizens play in reviewing and evaluating the needs of the City through the structure of boards and commissions; and

WHEREAS, certain Charter required qualifications may unnecessarily limit public involvement in boards and commissions; and

WHEREAS, Section 5-103 of the City of Lansing City Charter states: Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Lansing, pursuant to the authority of the Home Rule City Act (MCL 117.1, et. seq.), and by three-fifths (3/5) vote of its members elect, hereby proposes that the following amendment Article 5, Chapter 2, Section 5-103.1, be submitted to the electors of the City for adoption or rejection at the election to be held on November 8, 2022:

Chapter 2 GENERAL PROVISIONS FOR BOARDS

5-103 Appointment Of Board Members .1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office, except that a felony conviction shall not render an individual ineligible for appointment or membership.

BE IT FURTHER RESOLVED, that in accordance with the Home Rule City Act (MCL 117.1, et. seq.), the question shall be captioned and stated on the ballot as follows:

City of Lansing Charter Amendment

Removal of felony conviction prohibition from requirements to serve on a board, commission or committee by amending the Lansing City Charter article 5, chapter 2, section 5-103.1 as follows:

5-103 Appointment Of Board Members .1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office, except that a felony conviction shall not render an individual ineligible for appointment or membership.

SHALL THIS AMENDMENT BE ADOPTED?

YES (☐)

NO (☐)

BE IT FURTHER RESOLVED that the Charter Amendment would take effect on January 1, 2023;

BE IT FURTHER RESOLVED that the City Clerk is hereby directed and authorized to, in accordance with the Home Rule City Act (MCL 117.1, et. seq.), to transmit a copy of this resolution and roll call vote on it, along with a copy of the proposed amendment to the Governor of the State of Michigan for approval and a copy to the Attorney General of the State of Michigan for approval as to the form in which the proposal shall be presented to the electors.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to cause the above proposal to be placed on the ballot at the election to be held on November 8, 2022.

BE IT FURTHER RESOLVED that the ballot wording is hereby certified to the City Clerk for submission to the City's electors at the election to be held on November 8, 2022.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice of the election and notice of registration therefore in the manner prescribed by law and to do all things and to provide all supplies necessary to submit the ballot proposal to the vote of the electors as required by law.

BE IT FURTHER RESOLVED that in accordance with law, the City Clerk shall post the proposed Charter amendment in full at each polling place.

BE IN FINALLY RESOLVED that the canvass and determination of the votes of said question shall be made in accordance with laws of the State of Michigan and Charter of the City of Lansing.

Resolution #2022-###

By the Committee of the Whole
Resolved by the City Council of the City of Lansing

WHEREAS, the Mayor made the reappointments to various Boards as stated below:

Arts and Culture Commission:

Clara Martinez as the 1st Ward member for a term to expire on June 30, 2026

Board of Fire Commissioners:

Krishna Signh as an At-Large member for a term to expire June 30, 2026

Board of Zoning Appeals:

Marcie Alling as an At-Large member for a term to expire June 30, 2025

Christopher Iannuzzi as an At-Large member for a term to expire June 30, 2025

Mitchell Rice as an At-Large member for a term to expire June 30, 2025

Historic District Commission:

Carol Skillings as an At-Large member for a term to expire June 30, 2025

Human Relations and Community Services Advisory Board:

Ronald Embry as the 2nd Ward member for a term to expire June 30, 2026

Income Tax Board of Review:

Ken Salzman as an At-Large member for a term to expire June 30, 2026

Lansing Entertainment and Public Facilities Authority Board of Commissioners:

Cynthia Bowen as an At-Large member for a term to expire June 30, 2025

James Stajos as an At-Large member for a term to expire June 30, 2025

Michigan Avenue Corridor Improvement Authority Board of Directors:

Joseph Ruth as a member a term to expire June 30, 2026

Next Michigan Development Corporation Board:

Kris Nicholoff as an At-Large member for a term to expire April 15, 2023

Park Board:

Richard Kibbey as the 2nd Ward member for a term to expire June 30, 2026

Saginaw Street Corridor Improvement Authority Board of Directors:

James Houthoofd as a member for a term to expire June 30, 2025

WHEREAS, the Mayor's office has verified that the nominees have been vetted and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee of the Whole took affirmative action;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointments to various Boards as stated below:

Arts and Culture Commission:

Clara Martinez as the 1st Ward member for a term to expire on June 30, 2026

Board of Fire Commissioners:

Krishna Signh as an At-Large member for a term to expire June 30, 2026

Board of Zoning Appeals:

Marcie Alling as an At-Large member for a term to expire June 30, 2025

Christopher Iannuzzi as an At-Large member for a term to expire June 30, 2025

Mitchell Rice as an At-Large member for a term to expire June 30, 2025

Historic District Commission:

Carol Skillings as an At-Large member for a term to expire June 30, 2025

Human Relations and Community Services Advisory Board:

Ronald Embry as the 2nd Ward member for a term to expire June 30, 2026

Income Tax Board of Review:

Ken Salzman as an At-Large member for a term to expire June 30, 2026

Lansing Entertainment and Public Facilities Authority Board of Commissioners:

Cynthia Bowen as an At-Large member for a term to expire June 30, 2025

James Stajos as an At-Large member for a term to expire June 30, 2025

Michigan Avenue Corridor Improvement Authority Board of Directors:

Joseph Ruth as a member a term to expire June 30, 2026

Next Michigan Development Corporation Board:

Kris Nicholoff as an At-Large member for a term to expire April 15, 2023

Park Board:

Richard Kibbey as the 2nd Ward member for a term to expire June 30, 2026

Saginaw Street Corridor Improvement Authority Board of Directors:

James Houthoofd as a member for a term to expire June 30, 2025

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."

Date	11/04/2021
First Name	Clara
Middle	L
Last Name	Martinez
Date of Birth	
Address	108 S Hosmer St, Apt. 22
City	Lansing
State	MI
Zip Code	48912
Email	claritaluciamartinez@gmail.com
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
------	--------

Precinct	6
Best Phone Number to Contact You	517-410-9119
In what year did you move to Lansing?	2015
Additional Information Regarding Experience and Credentials	Chair/President, Michigan Dance Council
Occupational Background	Dance Director, Everett High School, Lansing School District
Educational Background	Bachelors of Fine Art in Dance, The Ohio State University Currently pursuing a Masters of Social Work in Organizational & Community Leadership, Michigan State University
Previous Appointments	Mayor's Inclusion & Diversity Advisory Council (MIDAC): 2018-2020
Current Appointments	Mayor's Arts & Culture Commission (MAACC): 2018-Present
Please attach a resume if available.	<i>File(s) attached:</i>  Clara Martinez Resume 2021.pdf
First Choice for Board to Serve on	Arts and Culture Commission
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.	From my time serving as an AmeriCorps VISTA for the City of Lansing, to my time as a public school dance educator in the Lansing School District, to then my appointments to two Mayoral Councils, I have fostered an immense amount of gratitude, knowledge, and love of (and for) Lansing. I owe her much of my success over the last seven years in building, exploring, and flourishing in my young professional life and career here. If appointed to the City Arts & Culture Commission, I intend to continue the great work I and others started on the Mayor's Arts & Culture Commission, as well as ensure we go beyond our body of work and more directly provide what working artists and creatives and Lansing-ites need to thrive in Lansing. Ensuring each ward is well-represented, celebrated, and heard, ensuring our practices of arts and culture from the City standpoint are equitable and regarding diversity, equity, inclusion, and justice work as the highest priority for the lens in which we function, and engaging with and fostering a love for civic engagement in the arts for our current and future artists and creatives in Lansing- these are just a few of the goals I have in mind to start working towards and achieving in my time on the Commission.
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.	If I am owing any outstanding taxes, I will pay them immediately. I do not owe any parking tickets or otherwise.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to 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. Clara Martinez

Date & Time 11/04/2021 11:45 AM (EDT)

Receive an email copy of this form. Yes

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."

Date	12/13/2021
First Name	Krishna
Middle	J
Last Name	Singh
Other name(s) by which you have been known, including maiden names	Kris Singh, Balkrishna Singh
Date of Birth	
Address	3123 N. Grand River Ave
City	Lanssing
State	MI
Zip Code	48906
Email	underwaterfrog@hotmail.com
Gender	male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward Ward 4

Best Phone Number to Contact You 5172422428

In what year did you move to Lansing?



Additional Information Regarding Experience and Credentials

I am a lifelong resident of Lansing Michigan, except for times of military service, and am a proud citizen of our great city. Having the honor of service and "giving back" is part of my fabric, and a joy to me. Over the years with LFD I volunteered for numerous extra tasks involving the Lansing community and have always taken pride in executing those tasks to the best of my ability. I believe, humbly, that my commitment to service is evidenced by my service record, 39 years in a uniform.

Occupational Background

U.S. Army and Army Reserve 1982-2003, Johnson Framing 1986-1990 carpenter apprentice and journeyman, Business owner (Kris J. Singh, Residential Builder) 1990-current, Lansing fire Department 2000-2021 (Retired Captain), Lansing Community College Adjunct Associate Professor 2007, Business owner 2018-present Water and Technical Education Resources.

Educational Background

Lansing Eastern High School 1981, U.S. Army initial entry training 1982 (distinguished honor graduate), U.S. Army Advanced Non-Commissioned Officer Academy 1988 (honor graduate), Lansing Community College Paramedic program 2002, Lansing Community College Instructor Coordinator program 2005, Lansing Community College AAS-Paramedic and AS.

Previous Appointments

Mayor Schor Veteran's Commission at inception

Current Appointments

None

First Choice for Board to Serve on

Fire Commissioners

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.

As a recent Lansing Fire Department retiree, I was saddened to have to resign my appointment of Commissioner on Mayor Schor's Veterans Commission at my retirement and wished for another was to serve my community and The Lansing Fire Department, which I truly love. I believe that I may provide a unique perspective with regard to The Lansing Fire Department being a career suppression officer, a collegiate professor, and proud citizen of this great city.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to 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.	Krishna J. Singh
Date & Time	12/13/2021 12:00 PM (EST)
Receive an email copy of this form.	Yes

From: noreply@civicplus.com
Sent: Sunday, May 19, 2019 5:15 PM
To: Plummer, Marilyn; Beason, Ross; [Schraft, Matthew](#); [Mayor Intern](#)
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

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	5/19/2019
First Name	Marcie
Middle	Jean
Last Name	Alling
Other name(s) by which you have been known, including maiden names	Marcie Alling Snyder
Date of Birth	██████████
Address	514 Fulton Place
City	Lansing

State	MI
Zip Code	48915
Email	marciejalling@gmail.com
Gender	Female
Ward	4
Precinct	37
Best phone number to contact you	517-927-0997
Last 4 digits of social security number	████
In what year did you move to Lansing?	1992
Additional information regarding experience and credentials	I've also been a board member of the Lansing Regional Sister Cities Commission since 1999. My resume illustrates an array of experiences and qualifications acquired via education and my professional careers as well as professional and personal voluntarism.
Occupational Background	Currently employed by the State of Michigan, Talent & Economic Development Department, Workforce Development Agency as the lead for the Going PRO Talent Fund. I had 30 years experience working in the private non-profit sector in a wide variety of jobs in the employment and training (workforce/talent development) arena. This has been followed by 10 years experience working for the State of Michigan on various statewide projects in two different agencies in the federal/state workforce development system. See resume for details.
Educational Background	Master of Arts Bachelor of Arts See resume
Previous Appointments	None
Current Appointments	Board of Zoning Appeals since 2009. Currently serving as the Chair.
Please attach a resume if available	Resume_Marcie Alling_2019-05-17.docx

First choice for board to serve on	Zoning Appeals
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've thoroughly enjoyed my years of service on the Board of Zoning Appeals and have learned a lot. I continue to find the work interesting and important and believe I've made a positive contribution by listening, considering all available information and making reasonable, though sometimes uncomfortable, decisions in the best interests of the city, whether for individual residents or for businesses. We've been called upon to make difficult decisions amidst controversy and emotion but I believe I've made reasonable decisions each time. Most of the current board members have been appointed within the past couple of years so as the longest-tenured member, I believe I bring experience, knowledge and perspective that are unique among the current members. The legalization of medical, then recreational, marijuana has brought a whole new set of challenges to the BZA. If I'm reappointed, my goal for the board is that we continue to focus on our role and responsibilities as the BZA, while considering all sides, seeking guidance from the city, and minimizing our own biases and emotions in order to make appropriate decisions.
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>Field not completed.</i>
Background Check Authorization	I agree
Please type your name in this box to signify that you	Marcie Jean Alling

can serve on a board or
commission and the
information in this
application is accurate to
the best of your knowledge

Date & Time

5/19/2019 5:15 PM

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

Plummer, Marilyn

From: noreply@civicplus.com
Sent: Wednesday, January 17, 2018 6:24 PM
To: Plummer, Marilyn
Subject: Online Form Submittal: Application for Appointment to Board or Commission

Follow Up Flag: Follow up
Flag Status: Completed

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission or committee. The Lansing City Charter requires that every appointee to a board, commission, or committee established by Charter or ordinance must meet the following qualifications and eligibility requirements:

- *Be a registered elector in the City of Lansing (Charter Section 2-102).*
- *Be a resident of Lansing for one year prior to taking office (Charter Section 2-102).*
- *Not be in default to the City at the time of taking office (Charter Section 2-103.2).*
- *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).*

(Section 2-103.1)

Date	1/17/2018
First Name	Christopher
Middle	Keane
Last Name	Iannuzzi
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	
Address	1717 Nottingham Rd,

City	Lansing
State	MI
Zip Code	48911
Email	Ckiannuzzi@gmail.com
Gender	Gender
Ward	4
Precinct	33rd
Best phone number to contact you	7342551349
Last 4 digits of social security number	████
In what year did you move to Lansing?	2011
Additional information regarding experience and credentials	<i>Field not completed.</i>
Occupational Background	Lawyer & Governmental Relations
Educational Background	J.D. from MSU College of Law. B.S. from University of Massachusetts.
Please attach a resume if available	lannuzzi Resume.pdf
First choice for board to serve on	Zoning Appeals
Second choice of a board to serve on	Board of Water and Light
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	I want to get more involved with the community and use my law degree to help out.

specific as to your goals
and ideas about how you
wish to contribute to the
work of the board or
commission

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

Field not completed.

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

Christopher Iannuzzi

Date & Time

1/17/2018 6:30 PM

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

This email has been scanned by the City of Lansing Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

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."

Date	05/25/2022
First Name	Mitchell
Middle	A
Last Name	Rice
Date of Birth	
Address	509 E EDGEWOOD BLVD, 214
City	Lansing
State	MI
Zip Code	48911
Email	ricem1957@gmail.com
Gender	male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 2
------	--------

Best Phone Number to Contact You	5176170681
In what year did you move to Lansing?	2012
Additional Information Regarding Experience and Credentials	Have been a member of the Lansing Board of Zoning Appeals since 2014, previously member of Coldwater BZA for 10 yeras, past elected official Coldwater City Councilmember 2005-2009. Also I am a Master Citizen Planner from MSU MCP program.
Occupational Background	Licensed Professional Counselor 34 years
Educational Background	Master's in Counseling from MSU 1988
Previous Appointments	Coldwater ZBA
Current Appointments	Lansing BZA
Please attach a resume if available.	<i>File(s) attached:</i>  RESUME 8-8-20.docx
First Choice for Board to Serve on	Zoning Appeals
Second Choice of a Board to Serve on	Planning Board
Third Choice of a Board to Serve on	Mayor's Neighborhood Advisory Board
Fourth Choice of a Board to Serve on	Human Relations and Community Services Board (HRCS)
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.	Conitnue on BZA since I have served previously and have extensive trainging in planning and zoning
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to 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.

Mitch Rice

Date & Time05/25/2022 2:30 PM (EDT)

Receive an email copy of this form.Yes

From: noreply@civicplus.com
Sent: Sunday, May 12, 2019 4:33 PM
To: Plummer, Marilyn; Beason, Ross; Schraft, Matthew; Mayor Intern
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

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	5/12/2019
------	-----------

First Name	Carol
------------	-------

Middle	Field not completed.
--------	----------------------

Last Name	Skillings
-----------	-----------

Other name(s) by which you have been known, including maiden names	Field not completed.
--	----------------------

Date of Birth	
---------------	--

Address	216 Huron Street
---------	------------------

City	Lansing
------	---------

State	MI
Zip Code	48915
Email	skillings@mindspring.com
Gender	F
Ward	4
Precinct	<i>Field not completed.</i>
Best phone number to contact you	517-374-6666
Last 4 digits of social security number	████
In what year did you move to Lansing?	1972
Additional information regarding experience and credentials	reapply
Occupational Background	Financial Manager, Department of Education
Educational Background	Bachelor of Science, Bachelor of Landscape Architecture, Masters of Public Administration, Masters of Business Administration
Previous Appointments	<i>Field not completed.</i>
Current Appointments	Historic District Commission
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Historic District Commission
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	Continuation as a Commissioner

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

Qualifications and Eligibility *Field not completed.*

– 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

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 Carol Skillings

Date & Time 5/12/2019 4:30 PM

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

From: noreply@civicplus.com
Sent: Thursday, July 19, 2018 12:41 AM
To: Plummer, Marilyn
Subject: Online Form Submittal: Application for Appointment to Board or Commission

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).

(Section Break)

Date	7/18/2018
First Name	Ronald
Middle	Todd
Last Name	Embry
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	
Address	5730 Barren Drive
City	Lansing
State	Michigan
Zip Code	48911-5078
Email	rtembry@hotmail.com

Gender	Male
Ward	2
Precinct	11
Best phone number to contact you	(517) 394-7848
Last 4 digits of social security number	████
In what year did you move to Lansing?	1958
Additional information regarding experience and credentials	Adjunct Instructor at Baker College
Occupational Background	Manager for the Michigan Department of Corrections
Educational Background	Master's Degree in Public Administration
Please attach a resume if available	030914 RTEgeneralresume.doc
First choice for board to serve on	Community Corrections Advisory Board
Second choice of a board to serve on	Police Commissioners
Third choice of a board to serve on	Potter Park Zoo
Fourth choice of a board to serve on	Capital Region Airport Authority (CRAA)
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	Due to the fact that I served on the BWL's citizen advisory board, and my experience working in State government I am suited to add positive input to most boards or commissions because of my work history.
Qualifications and Eligibility	<i>Field not completed.</i>

– 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

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

Ronald T. Embry

Date & Time

7/19/2018 11:45 PM

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

From: noreply@civicplus.com
Sent: Sunday, January 13, 2019 12:58 PM
To: Plummer, Marilyn
Subject: Online Form Submittal: Application for Appointment to Board or Commission

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).

(Section Break)

Date 1/13/2019

First Name Kenneth

Middle L

Last Name Salzman

Other name(s) by which you have been known, including maiden names *Field not completed.*

Date of Birth

Address 1531 W Ionia

City Lansing

State MI

Zip Code 48915

Email ksalzman@usa.net

Gender	M
Ward	4
Precinct	37
Best phone number to contact you	517-614-5680
Last 4 digits of social security number	██████
In what year did you move to Lansing?	1966
Additional information regarding experience and credentials	PhD Licensed Clinical Psychologist in private practice since 1986, board member Selective Service System Local 264, former board member Ingham County Social Services, former member Capitol Area Substance Abuse Commission
Occupational Background	Licensed Psychologist since 1986 after undergrad and graduate work at MSU; computer consultant; tai chi instructor; performance magician
Educational Background	BS MSU 1970; MA MSU Clinical Psychology 1973; PhD MSU Clinical Psychology 1983
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Income Tax Board of Review
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 was originally invited to serve on this board, though it has been essentially inactive for nearly all of my service there. I would be open to an appointment to a different board rather than a reappointment if there was a greater need for and better use of my time.

Qualifications and Eligibility n/a
– 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

Background Check I agree
Authorization

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 Kenneth L Salzman, PhD

Date & Time 1/13/2019 1:00 PM

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

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."

Date	06/02/2022
First Name	Cynthia (Cindy)
Middle	Lee
Last Name	Bowen
Other name(s) by which you have been known, including maiden names	Cynthia Lee O'Neil
Date of Birth	
Address	6538 Old River Trail
City	Lansing
State	MI
Zip Code	48917
Email	cbowen@cplansingwest.com
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Regional
Best Phone Number to Contact You	5172301559
In what year did you move to Lansing?	2000
Additional Information Regarding Experience and Credentials	Currently a sitting member of LEPFA board, Chair of Personnel Committee. GLCVB board chair, Serve on Habitat for Humanity Board.
Occupational Background	General Manager of Crowne Plaza Lansing West for 30 years; employed with the hotel for almost 40 years.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to 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.

Cynthia L Bowen

Date & Time 06/02/2022 12:00 PM (EDT)

Receive an email copy of this form. Yes

From: noreply@civicplus.com
Sent: Wednesday, May 15, 2019 2:13 PM
To: Plummer, Marilyn; Beason, Ross; [Schraft, Matthew](#); [Mayor Intern](#)
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

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	5/15/2019
First Name	James
Middle	Field not completed.
Last Name	Stajos
Other name(s) by which you have been known, including maiden names	James Stajos
Date of Birth	
Address	3011 Crofton Dr
City	DeWitt

State	MI
Zip Code	48820
Email	james@profireworks.com
Gender	<i>Field not completed.</i>
Ward	Regional
Precinct	<i>Field not completed.</i>
Best phone number to contact you	5172027510
Last 4 digits of social security number	████
In what year did you move to Lansing?	0000
Additional information regarding experience and credentials	<i>Field not completed.</i>
Occupational Background	<i>Field not completed.</i>
Educational Background	<i>Field not completed.</i>
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	Lansing Entertainment and Public Facilities (LEPFA)
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	<i>Field not completed.</i>

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

Qualifications and Eligibility *Field not completed.*

– 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

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 James Stajos

Date & Time 5/15/2019 2:00 PM

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

Plummer, Marilyn

Mich. Ave Corridor

From: noreply@civicplus.com
Sent: Thursday, September 27, 2018 3:55 PM
To: Plummer, Marilyn
Subject: Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

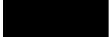
Thank you for your interest in serving on a Lansing Board, Commission or Committee.

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).

(Section Break)

Date	9/27/2018
First Name	Joseph
Middle	Field not completed.
Last Name	Ruth
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	
Address	6480 Kernwood Road
City	East Lansing
State	Mi
Zip Code	48823
Email	Joseph.Ruth@Sparrow.org

Gender	Male
Ward	Regional
Precinct	<i>Field not completed.</i>
Best phone number to contact you	517.364.5000
Last 4 digits of social security number	
In what year did you move to Lansing?	0000
Additional information regarding experience and credentials	<i>Field not completed.</i>
Occupational Background	EVP and COO, Sparrow Health System
Educational Background	<i>Field not completed.</i>
Please attach a resume if available	<u>Resume JJR 2018.doc</u>
First choice for board to serve on	Michigan Avenue Corridor Improvement Authority
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 be honored to be reappointed to the Authority
Qualifications and Eligibility – At this time, if you do not meet one or	<i>Field not completed.</i>

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

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

Joseph J Ruth

Date & Time

9/27/2018 4:00 PM

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

Joseph J. Ruth

6480 Kernwood Drive, East Lansing, Michigan 48823

Phone: (517) 339-0638 • Cell (517) 927-5753

E-mail: Joseph.Ruth@Sparrow.org

EXPERIENCE

Thirty-three years of Executive leadership experience across six diverse healthcare systems, including operational improvement, strategic direction setting, merger, acquisition and integration leadership, Physician Enterprise development and nationally recognized expertise in Population Health. Success is achieved through a combination of creating a compelling vision and strategy combined with analytical expertise, strong interpersonal skills, steady leadership, operational knowledge, and the ability to translate and communicate complex issues throughout an organization in a clear, concise, and timely manner.

SPARROW HEALTH SYSTEM, Lansing, Michigan

June 2007 – Present

The Health System is comprised of 841 inpatient beds at 5 Hospitals, Physicians Health Plan HMO/PPO, a 450-provider employed Medical Group, a Clinically Integrated Network, a Health and Fitness Center, and is part of the Mayo Clinic Care Network. The flagship Hospital is a Level One Trauma Center and major teaching hospital affiliated with Michigan State University. Annual revenues are in excess of \$1.3 billion.

Executive Vice President and Chief Operating Officer

2010 – Present

Responsible for the development and achievement of the long-term Health System strategic goals. Scope of responsibilities include the direct leadership and oversight of the Chief Financial Officer, the Chief Administrative Officer, the Chief Human Resources Officer, the Vice President-Community Hospitals and Post-Acute Care, the Vice President-Sparrow Medical Group, and the Vice President-Clinical Integration.

Previous leadership responsibilities include the Chief Medical Officer, the Chief Nursing Officer, the Vice President-Professional Services, the Chief Medical Information Officer, the Vice President-Operations and Facilities and the Vice President-Legal and Risk Management.

Major Accomplishments:

- Achieved significant growth in key financial performance metrics:
 - Growth of Net Assets from \$416M to \$898M
 - Core Market Share growth from 52.7% to over 62%
 - Days Cash on Hand from 167 to 225 days

- Authored the System's Population Health strategy and implemented the creation of a local Clinically Integrated Network, a state-wide network of clinically integrated networks called Affirmant Health Partners and a Population Health Service Organization that is driving clinical standardization for chronic disease care.
- Championed a Culture of Safety at Sparrow and initiated the Daily Safety Check best practice, along with launching the System's High Reliability journey.
- Continued leadership of the Strategic Horizon Planning process that delivers financial discipline, funds growth strategies and creates structures to move from volume to value.
- Formed a cohesive and high performing 450 provider Medical Group from a loose collection of less than 50.
- Developed a Master Facility plan that included new ORs, a Cancer Center, a cafeteria and multiple ambulatory care centers with consistent and recognizable branding.
- Lead Executive for merger and acquisition strategies of community hospitals and physician practices.
- Greatly improved access to care through the creation of a network of Urgent Care centers, FastCare retail clinics and a transformative primary care practice in a local homeless shelter.
- Executive Co-leader of a best in class installation of the enterprise wide EPIC EHR, also known as iSparrow.

Senior Vice President and Chief Strategy Officer

2007-2010

Responsible for setting the culture, strategic direction, and growth ambition for the region's premier Health System. Other responsibilities include providing leadership for the formation of a multi-specialty medical practice, system wide advocacy efforts and new business development.

Major Accomplishments:

- Created a Strategic Plan of Excellence framework and lead the Health System Board and Executive Leadership through a Strategic Horizon planning process that established a clear path for volume growth, improved financial performance, prioritized resource allocations and acquisition/divestiture priorities.
- In conjunction with the Health System Governance structure and Executive Team, authored and implemented a new Mission, Vision, Values set and Brand Strategy that created a singular Sparrow and aligns the disparate entities with focus on quality and the patient experience.
- Established a robust internal and external communication system that assures the ability to deliver timely, more consistent messages across the health system and the community, which reinforces Sparrow's Mission and Vision with key stakeholders.
- Led a significant aspect of the Baldrige quality journey and championed the effort to integrate Baldrige principles into the mainstream activities of the Hospital/Health System.
- Established a Health System advocacy initiative that has raised Sparrow's stature and influence at the local, state and national levels.
- Improved the operational and financial performance of the Marketing Department, Health and Wellness, Home Care, Regional Medical Supply, Pharmacy Plus and have established a new era of fundraising with the Foundation.

- Lead strategist and negotiator for the acquisition of the region's premier Cardiology group practice, which solidified a historically weak service line while providing a projected contribution margin of \$22 million over 5 years.

COVENANT HEALTHCARE, Saginaw, Michigan

July 1998 – June 2007

Vice President, Network Development

1999 – June 2007

Responsible for the corporate strategic planning and marketing of a 670-bed regional referral center, the creation and implementation of the system's regional strategy, all insurance contract negotiations, employed physician practice management and recruitment, performance and growth of the Visiting Nurse Services division, property management function and all aspects of Covenant HealthCare Partners (PHO), serving as its Chief Executive Officer.

Major Accomplishments:

- Development of a medical staff alignment strategy; the first phase of which involved the syndication of an Ambulatory Surgery Center in partnership with 18 surgeons.
- Conceived and implemented the Corporate Regional Strategy that has positioned Covenant as the tertiary referral center for 7 Critical Access Hospitals, created a call center for regional transfers, authored the Covenant Regional Partnership strategic plan, and led the introduction of a hospital service liaison function to the region.
- Redesigned the physician compensation model, resulting in financial improvement of over \$4 million annually in less than two years' time without the degradation of physician relationships over the transition period.
- Improved hospital financial performance by more than \$5 million annually through the renegotiation of third party reimbursement contracts.
- Re-engineered the Business Development Department including the development of an improved internal communication process, the implementation of a customer relationship management database, and the creation of a system for the development of corporate business plans including the introduction of the Net Present Value methodology for project prioritization.
- Engineered the approval of the Hospital master site plan by the City of Saginaw including improved roadways and the inclusion of the campus in a tax-free Renaissance Zone.

CEO Covenant Healthcare Partners, Saginaw, Michigan

July 2000 – June 2007

Responsible for the strategic direction and leadership of a Physician-Hospital organization owned equally by Covenant HealthCare and 52 primary care physicians. The corporation exists to improve the delivery and efficiency of care via risk arrangements with insurers and aligning the incentives of the hospital, physicians, and health plans.

Vice President for Merger and Integrations

July 1998 – 1999

Responsible for leading all aspects of the merger process between Saginaw General Hospital and St. Luke's Hospital, forming Covenant HealthCare. Provided leadership and direction to an internal transformation management team and external consulting group, charged with creating a new corporate culture and delivering over \$60 million of cost savings over the first five years post-merger.

SAGINAW GENERAL HOSPITAL, Saginaw, Michigan

1995 – 1998

Chief Financial Officer

Responsible for all aspects of financial management, accounting practice and reporting for an integrated delivery system including a 337-bed general hospital; a for-profit subsidiary including DME and a PHO; a not-for-profit MOB/Ambulatory Surgery Center, and a charitable Foundation. Other responsibilities included managed care strategy, information technology, materials management, physician practice management, and risk management.

INGHAM MEDICAL CENTER, Lansing, Michigan

1990 – 1995

Director of Finance/Controller

1992 – 1995

Responsible for all day-to-day accounting practice and financial management including internal and external financial reporting, annual capital and operational budgets, development of corporate business plans, treasury functions, and the completion of the annual audit.

Assistant Controller

1990 – 1992

ST. MARY'S MEDICAL CENTER, Saginaw, Michigan

1986 - 1990

Assistant Controller

SAGINAW GENERAL HOSPITAL, Saginaw, Michigan

1985 - 1986

Financial Analyst

EDUCATION**Master of Business Administration**

August 2005

Richard DeVos Graduate School of Management
Northwood University

Bachelor of Arts

June 1985

College of Business, emphasis in Finance
Michigan State University, June 1985

PROFESSIONAL ORGANIZATIONS/COMMUNITY INVOLVEMENT

Advisory Board Marketing and Planning Council, Founding member
American Association of Integrated Health Delivery Systems
American College of Healthcare Executives
Healthcare Financial Management Association
Medical Group Management Association
Vice Chair-Vizient (formerly VHA) CAPTIS group
Board Member, Executive Committee Member, Tri Star Trust Bank
Chairman, Demmer Center for Business Transformation at Michigan State University
City of Lansing Financial Health Team 1.0
Board Member, Lansing Regional Chamber of Commerce
Lansing Economic Area Partnership-Regional Collaboration Initiative Committee
Michigan Hospital Association, various committees and councils
Volunteers of America-Facility Planning Committee, Homeless No More Host Committee

From: [Plummer, Marilyn](#)
Sent: Tuesday, March 9, 2021 3:20 PM
To: [Hetke, Veronica](#)
Subject: Fw: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, October 15, 2019 4:42 PM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>; Mayor Intern <Mayor.Intern@lansingmi.gov>; Schraft, Matthew <Matthew.Schraft@lansingmi.gov>
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

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	10/15/2019
First Name	Kris
Middle	Field not completed.
Last Name	Nicholoff

Other name(s) by which you have been known, including maiden names *Field not completed.*

Date of Birth

██████████

Address

2032 Birch Bluff Dr

City

Okemos

State

MI

Zip Code

48864

Email

kn@domoa.org

Gender

Male

Ward

Regional

Precinct

Field not completed.

Best phone number to contact you

517-881-5100

Last 4 digits of social security number

██████

In what year did you move to Lansing?

0000

Additional information regarding experience and credentials

Field not completed.

Occupational Background

Executive Director

Educational Background

BA, Michigan State University

Previous Appointments

Field not completed.

Current Appointments

Field not completed.

Please attach a resume if available

Field not completed.

First choice for board to serve on

Next Michigan Development Corporation

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	It is a passion of mine to help encourage the development of properties and businesses related to the Capital Region International Airport. I would like to continue the work being done by the Next Michigan Development Corporation. Incentivizing businesses to utilize the airport and surrounding area for their operations is key to the development of the area.
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>Field not completed.</i>
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	Kris Nicholoff
Date & Time	10/15/2019 4:45 PM

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



OFFICE OF MAYOR
9th Floor
124 W. Michigan Ave.
517 483-4141 (voice)
517 483-4479 (TDD)
517 483-6066 (Fax)

Thank you for your interest in serving on a Lansing Board, Commission or committee. Lansing City Charter requires that every appointee to a Board, Commission or committee established by Charter or ordinance must meet the following qualifications and eligibility requirement:

- Be a registered elector in the City of Lansing (Charter Section 2-102); ✓
- Be a resident of Lansing for one year prior to taking office (Charter Section 2-102) since 1977
- Not be in default to the City of at the time of taking office (Charter Section 2-103.2)
- Not have been convicted, with 20 years of taking office, or a violation of the election law or any felony ✓
(Charter Section 2-103.1)

1. Date: May 24, 2018 [REDACTED]
2. First Name: Richard Middle: _____ Last Name: Kibbey
3. Other names(s) by which you have been known, including maiden names:

4. Address: 1614 Lindbergh

5. City: Lansing 6. State: MI 7. Zip Code: 48910

9. Email Address: kibbeyr@gmail.com

10. Gender male female

11. Ward: 2

12. Precinct: 2-15

13. Best phone number to contact you: 485-1154

14. Last 4 digits of social security number: [REDACTED]

15. In what year did you move to Lansing? 1972
Please use "0000" if you live outside of the City of Lansing.

16. Additional information regarding experience and credentials (Please feel free to attach additional information) I am particularly interested in the relationship between parks

and neighborhood revitalization. On exec. board of Allen Neighborhood
Center, where we have had great success with rejuvenation of Hunter-Foster Park

17. Occupational Background: (Please feel free to attach additional information) _____

City Planner BS, MSU Community Development, MS, MSU

All but dissertation (completed coursework and comprehensive exams
PhD, MSU

18. Educational Background: Occupational City Planning at various locations - city, county (contracted, less than
1 year) State of Michigan (some contract, some Civil Service) 3 Federal Tribes (contracted, 7 yrs)
private non-profit (working for neighborhoods - Eastside, Baker, Detroit

19. Please attach a resume if available.

20. First choice for Board to serve on: Parks

21. Second choice for Board to serve on: Zoo

22. Third choice for Board to serve on: _____

23. 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. There is a lot of overlap between Parks and Neighborhoods

I have educational training on land use policy and many years experience
the last few years in particular have been very busy looking at vacant land (Land Bank) and
alternative uses as well as broader uses of park land (community gardens, trails linking parks, etc)

24. 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 believe I am currently meeting all qualifications for the Board.

25. Background Check Authorization*

This certification is not required, but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required.

I agree yes I disagree _____

Please sign and date. Richard Kirby Date 5/24/18

From: noreply@civicplus.com
Sent: Thursday, December 6, 2018 10:53 AM
To: Plummer, Marilyn
Subject: Online Form Submittal: Application for Appointment to Board or Commission

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).

(Section Break)

Date	12/6/2018
First Name	James Jr.
Middle	Anthony
Last Name	Houthoofd
Other name(s) by which you have been known, including maiden names	Jim
Date of Birth	██████████
Address	5787 Green Road
City	Haslett
State	MI
Zip Code	48840
Email	jhouthoofd@neogen.com

Gender	Male
Ward	1
Precinct	non-resident business person
Best phone number to contact you	517-372-9200
Last 4 digits of social security number	████
In what year did you move to Lansing?	0000
Additional information regarding experience and credentials	I have worked in Lansing since 1986 and have paid taxes as a non-resident. I have considerable experience (29 years) as the Neogen contact for infrastructure and economic development. Prior to Neogen, I worked as an auditor for Ernst & Young, a CPA firm, in the Lansing Office.
Occupational Background	I currently serve as Treasurer for Neogen Corporation. I am a Certified Public Accountant (CPA) and a Chartered Global Management Accountant (CGMA)
Educational Background	BA from MSU in Communications, two years of post graduate work in Accounting at U of M, Executive MBA at Northwood University.
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Saginaw St. Coordinator Improvement Authority
Second choice of a board to serve on	Michigan Avenue Corridor Improvement Authority
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	Having accumulated 30+ years of knowledge of the City of Lansing, I believe I understand what makes the City great and hope to keep the momentum moving forward. I've worked with members of the staff, in many departments, and have

specific as to your goals and ideas about how you wish to contribute to the work of the board or commission

accumulated many positive experiences. I would hope that my business experience would be valuable 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 do not live within the City, but consider myself a stakeholder and participate in the successes and failures of the City. As a representative of Neogen Corporation, I would help to bring viewpoints and opinions from the Company, into the discussion. Neogen is a growing company with an increasing workforce. A very large part of our operations are based in Lansing.

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

James A Houthoofd

Date & Time

12/6/2018 11:45 AM

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

SECTION D: GOVERNANCE DOCUMENTS CHECKLIST

All documents due by Friday February 18, 2022

Agency Name:
Agency Address:
Director Name:
Contact Name/Phone:
Contact Email:

	Please Check:		
FY 22-23 Application	☐ Y	☐ N	☐ N/A
990 or 990-N	☐ Y	☐ N	☐ N/A
501(c)(3)	☐ Y	☐ N	☐ N/A
Current Board Roster	☐ Y	☐ N	☐ N/A
General Liability Insurance (current)	☐ Y	☐ N	☐ N/A
Agency Conflict of Interest Policy	☐ Y	☐ N	☐ N/A
City HRCS Conflict of Interest Form The City HRCS Conflict of Interest Form is posted on the HRCS Funding Application web page at: https://www.lansingmi.gov/298/Grant-Development	☐ Y	☐ N	☐ N/A
Most recent Audit/financial statement(s)	☐ Y	☐ N	☐ N/A
Does the agency file a Single audit? If yes, please enclose.	☐ Y	☐ N	☐ N/A
Please verify that City funds will NOT be used for equipment purchases.	☐ Y	☐ N	☐ N/A
Pending Lawsuits? If yes, please explain:	☐ Y	☐ N	☐ N/A
LARA Annual Report – 2021 or 2022 Non-profit corporations must register annually with Licensing and Regulatory Affairs (LARA) at: https://www.michigan.gov/lara	☐ Y	☐ N	☐ N/A explain:

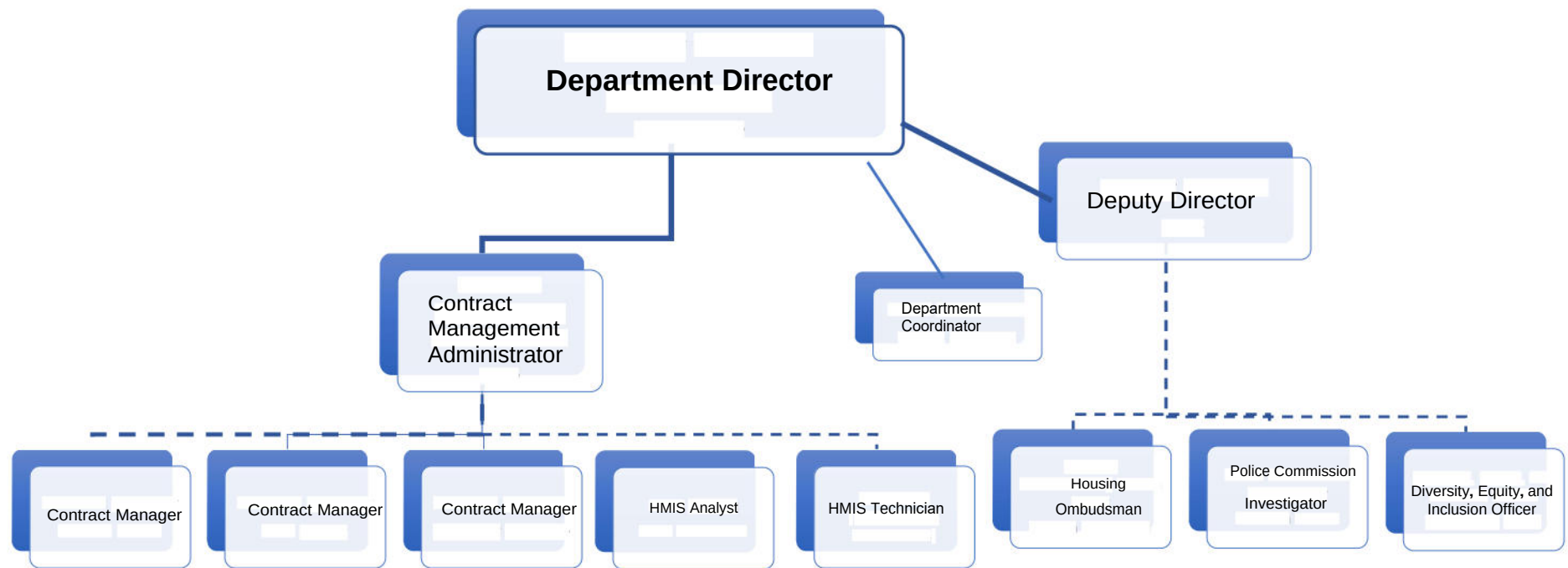
By signing below, I attest that: 1) my agency will adhere to the City of Lansing Human Rights Ordinance; 2) no Conflict of Interest exists in accepting a City of Lansing grant award; and 3) City funding will be used for the benefit of City of Lansing residents only.

Signature: _____

Print Name: _____

Date: _____

Human Relations and Community Services Organization Chart 2021-2022 (2/18/22)



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 is 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.)**

Regarding public input, the following were utilized to date:

A public meeting in each of the 4 wards
Planning Board meeting
City Directors brown bag meeting
Surveys both on social media and paper form
CoC meeting
Meeting with Housing Stakeholders
Meeting with Economic Development Stakeholders
Upcoming Public Hearing at City Council

Regarding the due date for the Con Plan, The Con Plan/AAP is due May 14 each year. Grantees are advised to submit plans in completion form, meaning we have our funding allocations. According to our recent guidance, considering we will receive our allocation, we can submit our plan **July 11, 2022.**

All Con Plans must be received by HUD by August 16.

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 computes.**
- 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.

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.

Fire Department

- 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 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.

Neighborhoods & Citizen Engagement & Office of Financial Empowerment – COW – 4-25-2022

- 1) **Q: Carol Wood & Peter Spadafore: Could you provide details of the plan in the future when the ARPA funding is no longer available to supplement Neighborhoods & Citizen Engagement & Office of Financial Empowerment activities currently proposed for funding in the future?**
 - a. The goal would be to show the need for the funding of the Neighborhood Grants Program to stay at \$200,000 for the Grant Program. This can include possible outside grant funding or funding from the general fund.
- 2) **Q: Jeffery Brown: Could you provide more details about the planned services provided by your new grant administrator position that is proposed within the current budget?**
 - a. The challenge of getting so many grants is the administrative workload. This includes a resolution at the time of award, presenting to Ways and Means, contract management (with the funder and any partners), managing when reports are due, scheduling meetings with partners, tracking hard data, collecting anecdotal data, tracking the expenditures properly and ensuring Finance is in the loop. Currently, those tasks are spread out over the OFE Director, the Operations Coordinator, and the DNACE admin. There are simply too many grants in play for this to be enough staff, and due to the status of our donors (heavy hitters such as Bloomberg Philanthropies), the skills involved are quite high-level.
- 3) **Q: Jeffery Brown: Could you provide some estimated metrics (i.e. Additional Grant Funding, etc.) that would result from adding the new grant administration position?**
 - a. I estimate it's going to take 20 hours per week of the staff person's time to manage the current grants, which include an Eviction Prevention project, a Small Business Boost project, a consumer financial protection initiative, an Equity in Procurement project, and 2 projects in which we serve as Technical Assistance to other cities or counties. In addition, I expect about 5-10 hours per week to be spent assisting with the \$611,000 Offender Success contract we hold with the state. Those hours will be expensed to, and reimbursed by, the State of Michigan and will add to the 5% we intend to add on to new grant proposals for the position. The remainder of the person's time, for the next 2 years, will be necessary for the 3 ARPA funded projects the Mayor has proposed. After that, this person can do grants research and proposal writing, which will leverage additional funds. About 50% of OFE's budget is leveraged through grants and contracts already. The goal may lean more toward continuing to do an excellent job with the funded projects we receive than adding additional ones.
- 4) **Q: Jeffery Brown: Does the department have plans in the future in regard to feedback on the 311 program effectiveness in the future pertaining to metrics of use and user satisfaction?**
 - a. We can provide a satisfaction survey to our callers. We will need to research the cost and implementation
- 5) **Q: Adam Hussain: Could you provide the specific number of staff members planned for the 311 program and more detail of the types of skills that are provided by the 311 staff members that would add value that is not normal be provided by regular departments administrative office staff (i.e., number of different languages spoken, etc.)?**
 - a. Current staff levels are 6 Agents and one Manager. Once fully implemented and departments adopted a possibility of two more agents and a lead agent would be very beneficial. The types of skills the 311 call center would provide are not simply a one off transactional interaction with residents. 311 will be a hub resource with wrap around services. First and foremost, someone will answer the phone when residents call, this has been a reoccurring praise we have gotten in the short time we have been taking calls is

that a person actually answered the phone. Agents will also serve to assess residents' concerns and navigate the complicated structure of the City to discern what exactly the resident needs. Once the need is identified the 311 agents will be able to provide information, or services to the resident. In the case of residents needing help with multiple issues that may be handled currently by different departments the 311 agents will be able to handle these needs on the same phone call. Agents have also been able to not only provide residents with updates to their concerns or needs but have also been able to help bring attention to requests that haven't been addressed. This one call to city hall will add value to residents' experience by providing a central contact point at the city for almost any concern or question with customer service at the core of our interactions. Once fully implemented and with partnerships with departments we will be able to escalate issues to departments as needed and track escalated cases to be able to update residents if they call back. Our agents are customer service focused and continuously train and review interactions to provide the best experience we can. Collectively our 311 agents speak English, Spanish, Farsi (all 3 dialects) and Urdu. An additional advantage of adopting this model is the ability to do some lean process improvement. Departments can have a "fresh set of eyes" on their processes and possibly find areas where improvements can be made or create a process for work that doesn't currently have a documented process.

6) Q: Jeremy Garza: Because there may be shift in services provided by the 311 staff members that are currently handled by departments administrative staff, will any of these department positions be reduced and/or changed in the future?

a. We do not foresee any department positions reduced or eliminated. The goal is efficiency and not elimination

7) Q: Jeremy Garza: Could you provide an overview for clarification purposes about Department Structure and Job Descriptions and number of current staff? (i.e., Organization Chart, etc.)

a. Department Structure:

i. DNACE Director (reports directly to Mayor) (1)

1. DNACE Neighborhood Resource Coordinator (Reports to DNACE Director) (1)

2. DNACE Administrative Assistant (Reports to DNACE Director) (1)

3. OFE Director (Reports to DNACE Director) (1)

a. Operations Specialist (Reports to OFE Director) (1)

b. Offender Success Region 7 Community Coordinator (Contract employee-paid for entirely by MDOC Reimbursement-Reports to OFE Director) (1)

c. Grant Administrator (currently a contract position until June 30) (1)

4. 311 Call Center Manager (reports to DNACE Director) (1)

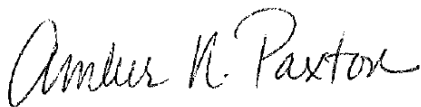
a. Call Center Agents (report to Call Center Manager) (6)

Q: Carol Wood: What are the specific services provided for Andi Crawford new contract and when does this contract expire?

MEMO

DATE: 3/30/2022
TO: Mayor Schor
FROM: Amber Paxton, Director, Office of Financial Empowerment, Dept. of Neighborhoods & Citizen Engagement
RE: Reasoning for Contractual Hire of Andi Crawford

- The OFE has secured several grants recently, including:
 - Small Business Boost grant - \$90k from CFE Fund
 - Eviction Prevention Boost grant - \$90k from CFE Fund
 - Consumer Financial Protection Initiative - \$10k from CFE Fund
 - City Innovation Ecosystems - \$15k from National League of Cities (in process of applying, almost certain to receive)
- Existing staff are overwhelmed by the work of these grants (none of which included additional personal) and concerned about missing requirements or deadlines due to the current pace.
- Andi Crawford, the former director of the Department of Neighborhoods, has offered to help OFE by reviewing the proposals, contracts, and other materials for each grant and creating a month-by-month project plan for each.
- OFE expects to have a \$36,000 surplus at the end of this Fiscal Year, and this \$4,500 contract conclude on 6/30/2022.
- This position of part-time temporary Grants Administrator will fill the gap between now and the hiring of a full-time permanent Grants Administrator in the new fiscal year.



District Court – COW – 4-25-2022

- 11) Q: Carol Wood: Could you provide details and/or clarification of why there is such a large decrease from the prior year for the line item of “RETIREMENT/CITY FRINGES” within District Court?
- 12) Q: Carol Wood: Could you provide details and/or clarification of why there is a decrease from the prior year for the line item of “INFORMATION TECHNOLOGY ALLOC” for District Court when the total Information Technology Department was increased overall with many departments seeing an increase in their allocation amount?
- 13) Q: Carol Wood: Could you provide details about whether you agree and/or support the request for funding by the Resolution Services Center of Central Michigan (RSCCM) currently not included in the budget of \$35,000-\$45,000 for budget year 2022/2023?

- 14) Q: Brian Jackson: Could you provide details of how (RSCCM) is referred to the individual and are their services required to be used by the individual if referred?

Human Resources – COW – 4-25-2022 – information was provided during meeting

- 1) Q: Carol Wood: Do you expect to use all the requested funds of \$25,000 in regard to the Residence Incentive Program in the upcoming budget year and if so do you plan on having this amount increased in future budget years?
- 2) Q: Adam Hussain: Could you provide the current breakdown of the number of staff members and position types currently within the Human Resources Department that includes the new position request and any vacant and/or contracted positions within the proposed budget?
- 3) Q: Adam Hussain: Have you looked at metrics of how much money is spent on average per employee by other organizations for Human Resources Activities compared to what the City of Lansing spends on Human Resources Activities? (i.e., Total HR Department Budget / Total Number Employees = Average Cost Per Employee for East Lansing compared to Lansing etc.)

Public Service – COW – 4-25-2022

- 1) Q: Jeremy Garza: Could you provide update overview on the CSO project planned schedule and/or progress and any changes that have resulted in delays and/or change to major deliverables?
- 2) Q: Carol Wood: Could you provide details about who performs the Sidewalk Cutting activities for clarification purposes? (i.e., contractor and/or internal staff, etc.)
- 3) Q: Carol Wood: Could you provide details and/or clarification about the types of vehicles purchased by the Fleet fund and what types of vehicles would be purchased by other funds? (i.e., Firetrucks, etc.)
- 4) Q: Brian Daniels: Could you provide an overview of the Major Street Fund and Local Street Fund for clarification purposes and/or any changes in the funding methodology changes from the prior budget year?
- 5) Q: Brian Jackson: Could you provide and/or clarify any sustainability efforts and/or plans in the future regarding department activities? (i.e., facility studies, etc.,)

Park and Recreation – COW – 4-25-2022

- 1) Q: Jeremy Garza: Could you provide details about planned activities with regards to repair of damage landscaping within park land caused by service vehicles used in the wintertime?
- 2) Q: Brian Daniels: Could you provide an update and/or progress and/or difficulties in recruiting for staff members for your programs to get back up to pre Covid levels?
- 3) Q: Brian Daniels: Could you provide details on any activities or planned activities with regards to Solar Lighting within parks? (i.e., Bancroft Park, etc.)
- 4) Q: Carol Wood: Do you feel the management of LEPPA regarding Golf Activities was successful in reducing the overall subsidy of the City to the Golf Fund over the years?
- 5) Q: Carol Wood: Could you provide an update on any Moores Park activities with regards to the pool and/or next steps?
- 6) Q: Brian Jackson: Could you provide details of activities with regards to sustainability efforts by your department? (i.e., Tree Planting, etc.)
- 7) Adam Hussain: Could you provide clarification on the CIP activities with regards to Playgrounds are these repairs and/or replace or a combination of both? (Please provide specifics if known by Park)

All of these questions were answered at the hearing and no follow up was needed for parks and recreation

HRCS responses to Council's questions are as follows:

Human Relations Community Services – COW – 4-25-2022

- 1) Q: Jeremy Garza: Could you provide an overview of the process for determining if an agency should receive funding and how much funding is awarded for clarification purposes? (i.e., policies and procedures, etc.)**

Members of the HRCS Board of Advisors are asked to score applications received by the published deadline. Board members are provided a scoring sheet detailing the criteria to be used and the number of points applied for 100 points. Four weeks were allotted for reviewing the 76 applications this year. After that, score sheets are returned to HRCS, where the scores of participating board members are compiled, and the recommended funding for the agency is averaged.

Staff also reviews the applications and scores using the same criteria. The board and staff reconvene to review and discuss both recommendations before submitting them to the Director to review and discuss any discrepancies with the Mayor. The Mayor then recommends the final allocations to the finance department to be included in the budget recommendation for the City. This overview outlines the process as intended. However, this year there were exceptions to the intended process due to the untimely submission of scores and the board's inability to establish a quorum for the March 22, 2022 meeting.

- 2) Q: Jeremy Garza: Could you provide details of activities with regards to additional feedback given to entities that did not receive funding requested?**

HRCS provided a response to this question during the HRCS Budget Hearing.

- 3) Q: Brian Daniels and Jeffery Brown: Could you provide details about the changes of services and/or shift in services and/or contracts for clarification purposes in regard to some programs for Holy Cross, Advent House, and City Rescue Mission with the current budget year?**

HRCS provided a response to this question during the HRCS Budget Hearing.

- 4) Q: Jeffery Brown: Could you provide details of why the increase from the FY 2021 Actual for Salaries line item or 101.672500.702000.00000 of \$396,789 to the proposed budget line-item amount of \$812,555 for clarification purposes?**

Finance provided a response to this question during the HRCS budget hearing.

- 5) Q: Jeffery Brown: Could you provide an overview and/or breakdown of your staff and position type currently within your department? (i.e., Organization Chart, etc.)**

See attached Organization Chart.

- 6) Q: Jeffery Brown: Could you provide an overview and/or checklist of activities done for verification purposes for any entity that receives funding from your department? (This can be specific by program is not all activities are the same for eligibility requirements)**

See attached Governance Docs Checklist.

May 9th

LPD –

Specifics on which cameras are working

All the LPD cameras are working currently. We have issues with 4 LPD cameras that are still on Verizon Modems. Those cameras lose video at times and must have the modem reset to regain video, this is done remotely. The radio link system that is being built is a very slow build. Data Consultants is the vendor. There are 5 cameras on the Parking ramps that are not functional, but these are the responsibility of JCI and parking.

Policy on seizure of funds

I presented to the DEI committee on the 25th and answered all of Councilmember Jackson's question. I also provided LPD procedure, LPD forms, and clarified some of the confusion on the forfeiture process.

Are current wrecking services licenses verified regularly.

The "state" licenses are checked when they apply for city contracts. There is NO requirement to be licensed in the "City".

Attached is an OCA opinion from 2013 that the State has pre-empted the field through a statutory scheme and the City will not likely successfully defend a challenge. We have analyzed the opinion and agree.

Attached is the opinion, a Bill analysis from 2011, and the Michigan Supreme Court case holding that preemption of a local ordinance can occur through a statutory scheme. Jim Smiertka.

City of Lansing

To: City Council President Hussain and Members of the City Council

From: Jane Bais DiSessa, Chief of Staff

cc: Mayor Andy Schor

Date: May 16, 2022

Re: Budget Informational Request RE: Mayor's Office

As referenced above, attached are the following documents in response to the City Council's budgetary informational request:

- organizational chart for the Mayor's Office as of May 16, 2022, and
- current job salaries.

Please be informed that the job descriptions for the Mayor's Office are currently being updated and will be provided as soon as possible.

Let me know if any questions arise.

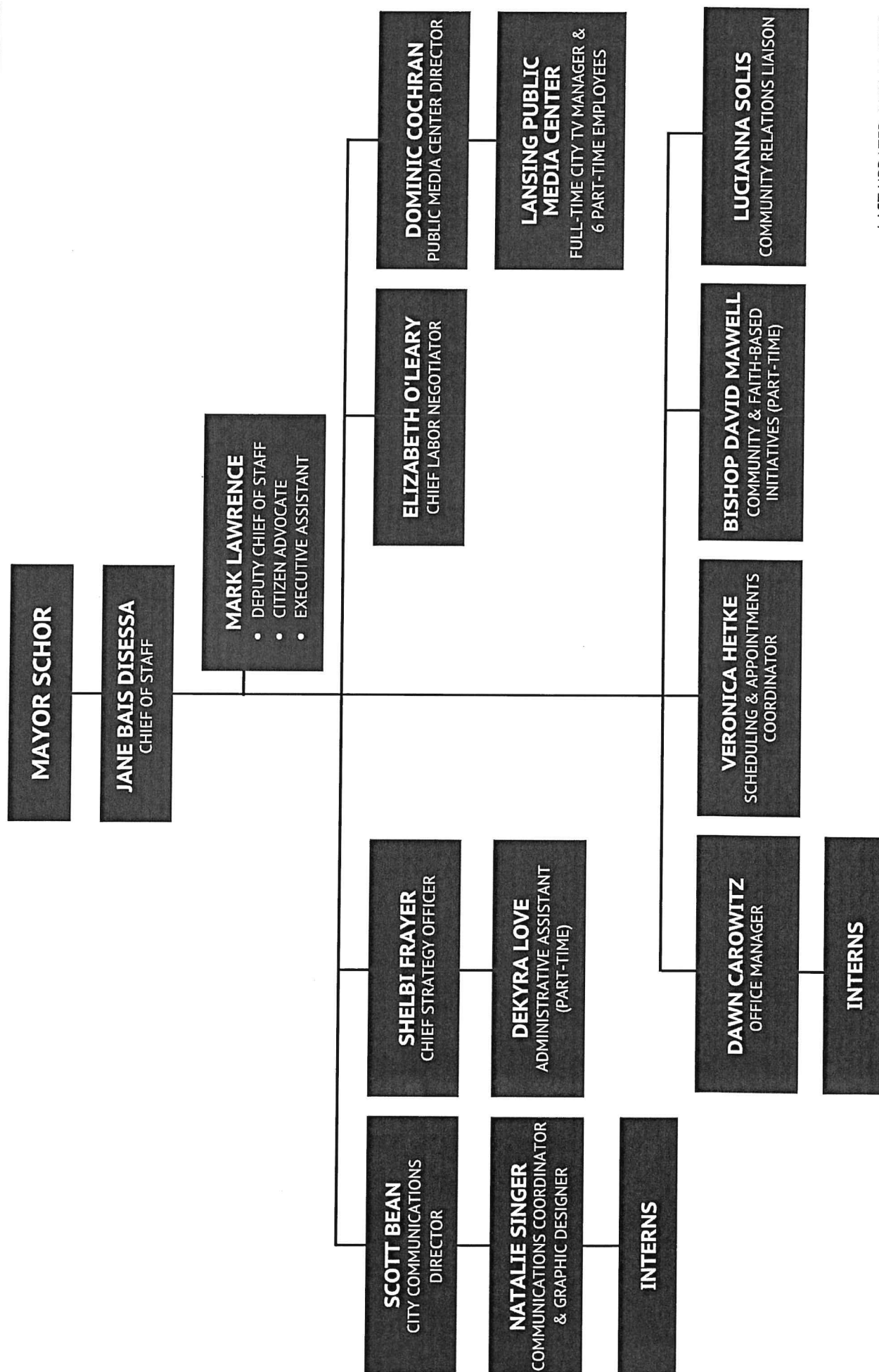
JBD

Attachments



2022 STAFF ORGANIZATIONAL CHART

Andy Schor, Mayor



City of Lansing

Office of the Mayor

Staff Salaries – May 2022

Job Title	Base Salary and/or Hourly Rate
Mayor	\$139,610.95
Chief of Staff	\$140,000.00
Deputy Chief of Staff	\$80,000.00
Chief Labor Negotiator	\$97,000.00
Chief Strategy Officer	\$140,780.40
Administrative Assistant (1 Part-time)	\$26.00 Hourly
City Communications Director	\$75,000.00
Comm. Coord. & Graphic Design (1 Part-time)	\$60,000.00
Office Manager	\$60,000.00
Scheduling & Appointments Coord.	\$60,000.00
Community & Faith-Based Initiatives Coord.	\$24.76 Hourly
Community Relations Liaison	\$60,000.00
Public Media Center Director	\$70,000.00
City TV Manager	\$65,000.00
Lansing Public Media Center (6 Part-time)	\$15.00 Hourly
Interns (3 Part-time)	\$11.00 Hourly



Andy Schor, Mayor

City of Lansing Department of Human Resources Mayoral Staff Job Description

Department/Division: Office of the Mayor

PCN: MYROFMGR

Position Title & Level: Office Manager

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate or Personnel Rules.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies as deemed appropriate regarding education and experience requirements.

- Associate degree in Business Administration, Bookkeeping, Secretarial or related field OR Five (5) years diversified office coordination experience with equivalent combination of training and experience.
- Able to communicate effectively, both verbally and in written communication.
- Prior experience using a personnel computer utilizing various software including but not limited to word processing, data base and spreadsheets.
- Must possess and maintain a valid driver's license.
- Must be dependable and possess a good work record.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Knowledge of the functions and requirements regarding office administration and management, and standard office practices and procedures including the use of record-keeping and filing systems. Knowledge of proper procedures for handling and dispensing confidential information, the proper composition of business letters and forms with skill in composing complex letters and memoranda, as well as knowledge of bookkeeping principals as they relate to payroll, payables, and receivables.

Skill in providing a full range of administrative services including use of discretionary judgment in dispensing information, maintaining executive calendars and scheduling meetings, the use of a personal computer with knowledge of various software including but not limited to word processing, spreadsheets, databases, Internet, email and presentation software. Skill in the use of standard office equipment, in preparing letters from dictation and general notes, skill in preparation, proofreading and editing reports, letters and other office work, in organizing and arranging meetings. Skill in researching, compiling, analyzing, and interpreting data in multiple forms from multiple sources, in organizing and maintaining a

variety of office records and confidential files, as well as skill in functioning independently and using professional judgment.

Ability to use discretionary judgment in dispensing confidential information, to organize time effectively, self-direct work and handle multiple assignments efficiently, ability to work under pressure, meet deadlines and pay attention to details, to establish and maintain effective working relationships with co-workers, Department Heads, other City employees, outside governmental agencies, Elected Officials, official visitors, area businesses and the general public, as well ability to communicate effectively both verbally and in writing.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS OF POSITION: Office environment.

ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Serves as a general office assistant to the Mayor and his staff.
- Welcomes and greets guests visiting and meeting with Mayor and staff.
- Collaborates with the Scheduling Coordinator to coordinate the Mayor's appointments and speaking engagements by gathering all pertinent information and providing the Mayor with agendas, names of attendees, and other pertinent information as requested.
- Interacts and maintains positive relationship with community stakeholders, public and private officials and the public.
- Provides administrative support to the Chief of Staff and Deputy Chief of Staff when necessary.
- Coordinates and assists with the preparation of special events such as the Mayor's Ramadan Unity Dinner, Mayor's Riverwalk, Senior Activities Fair and other events as needed.
- May act as Staff liaison to the Mayor's Office of Faith Based and Community Initiatives, Martin Luther King, Jr. Holiday Commission and Silver Bells Committee.
- Prepares the Mayor's itinerary for conferences and meetings including registration, travel arrangements, hotel accommodations and other special services.
- Manages schedule and distributes tickets for the City's Lugnuts Suite and other events as needed.
- Prepares communication messages to staff, department and division heads as direction by the Mayor, Chief of Staff, and Deputy Chief of Staff.

- Implements and oversees general office procedures and equipment needs for the Mayor's office.
- Coordinates with the Deputy Chief of Staff on the recruitment, hiring and supervision of office interns and volunteers, and the delegation of assignments.
- Assists the Citizen Advocate in monitoring and responding to general office emails and telephone calls.
- Organizes and maintains computerized filing systems.
- Monitors departmental budget accounts. Prepares accounts payable reports, initiates purchase order requests, and procurement card reports.
- Coordinates payroll submission for staff and contractual employees with the Chief of Staff.
- Maintains and updates mailing & email addresses and contact numbers for community stakeholders and other VIPS.
- Oversees office calendars for Mayor and Chief of Staff.
- Edits and composes correspondence and memorandums.
- Assists Deputy Chief of Staff with constituent intake requests and/or inquiries.
- Represents Mayor's Office at meetings and events.
- Other duties as assigned.

Finalized: 2/6/2012

Revised/Updated: 3/8/2012, 6/10/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Executive Management Job Description

Department/Division: Office of the Mayor

PCN: DMOPCHST

Position Title & Level: Chief of Staff

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

Summary: The Chief of Staff (COS) serves at the pleasure of the Mayor and works collaboratively with the Mayor's Executive Assistant in a range of duties that lead to the effective, efficient and progression and management of the entire city. The COS must work with all city directors to develop high-level strategies and operational infrastructure for the City of Lansing; and manage the financial integrity, formulation, executions, and analysis of funding. Data-based strategic policies in all department must be developed to help improve transparency and accountability throughout city government. The COS will coordinate all activities with department directors and divisions; will provide oversight of Mayoral staff and department directors; assist the Mayor in evaluating City plans, policies, and objectives. The COS reports solely to the Mayor. The position organizes and coordinates special projects and studies requested by the Mayor and resolves issues in problem areas and/or recommends corrective actions; writes reports and correspondence to express objectives, findings, recommendations and goals to the Mayor. The COS may represent the Mayor at meetings when required and appropriate.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Master's Degree in Business Administration, Public or Business Administration or a related field
AND
- Five (5) to Eight (8) years of experience in community and education work; municipal work and Five (5) to Eight (8) years of supervisory experience, **OR**
- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

- Knowledge of principles and practices of public administration and management.
- Skill in chairing and managing meetings, in performing public speaking duties, in working with elected officials, agencies and departments at the Federal, State and Local levels.
- Ability to work independently and self-direct work and in maintaining and using professional judgment in dispensing confidential information, in communicating effectively with elected

officials, staff, department heads, City employees, community leaders and members of the public verbally and in writing.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS OF POSITION:

Office environment with travel to meetings in other locations.

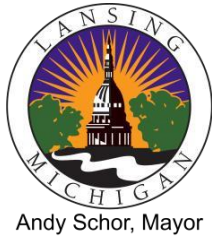
ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Researches, analyzes and interprets information, reports, issues and proposals.
- In collaboration with the Executive Assistant, manages and provides guidance to department heads.
- Handles conflict resolution with departments and in areas where necessary.
- Composes correspondence.
- Involved in strategic planning and coordination of projects from conception to completion.
- Composes policies, reports, speeches and documentary correspondence.
- Supervises constituent relations and provides direction to staff.
- Attends City Council and Committee of the Whole meetings in absence of the Mayor and Executive Assistant.
- May represent Mayor at City Council committee meetings and other meetings and public functions as needed.
- Manages the day-to-day operations of the Mayor's office in collaboration with Mayor's Office Manager.
- Conducts Cabinet meetings in the absence of the Mayor.
- Meets with community and business leaders.
- Other duties as assigned by the Mayor.

Format Updated: 5/14/12

Revised/Updated: 1/2012, 7/1/2020 (Title Change), 6/10/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Mayoral Staff Job Description

Department/Division: Office of the Mayor

PCN: DPCFSTAF

Position Title & Level: Deputy Chief of Staff

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

Summary: The Deputy Chief of Staff (DCS) serves at the pleasure of the Mayor and supports the Chief of Staff (COS) with a wide range of duties that lead to the effective, efficient and progressive management and supervision of all City operations. In accordance with Article 4, Chapter 2 of the Lansing City Charter, the DCS, serves as the Mayor's Executive Assistant. Additionally, the DCS is assigned the role of Citizen Advocate. As Citizen Advocate the DCS is responsible for receiving, investigating, and responding to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.

The DCS must be knowledgeable and stays abreast on all issues and policies that may impact City services. The DCS must develop good working relationships with staff in the handling of intergovernmental affairs, including constituent and public relations. Additionally, the DCS must exercise excellent judgment measurable to their responsibility when analyzing policies and must be comfortable dealing with issues of all subject matters that may require sensitivity, discretion, and careful judgment.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's Degree in Business Administration, Public or Business Administration or a related field **AND**
- Three (3) to Five (5) years of experience in community and education work; municipal work **AND**
- Three (3) to Five (5) years of supervisory experience **OR**
- Or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

- Knowledge of principles and practices of public administration and management.
- Skill in writing reports, letters, memos, and maintaining records.
- Ability to lead and manage meetings.
- Ability to work independently and self-direct work.

- Performs public speaking duties, works with elected officials, agencies, and departments at the Federal, State and Local levels.
- Maintains and uses professional judgement in dispensing confidential information.
- Communicates effectively with elected officials, department heads, City employees, community leaders and members of the public both verbally and in writing.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds for storage purposes.

ENVIRONMENTAL CONDITIONS OF POSITION:

Office environment with travel to meetings in other locations.

ESSENTIAL POSITION FUNCTIONS:

Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted, or modified at any time.

As Deputy Chief of Staff and Executive Assistant, duties include the following major tasks:

- In collaboration with the Chief of Staff, manages and provides guidance to department heads.
- Collaborates, as needed, with Office of the City Attorney regarding City legal matters and FOIA requests.
- Mayor's office liaison with Federal and State Lobbyist, keeping abreast of all federal and state matters that impact municipalities, pursues and secures federal and state funding opportunities.
- Researches, analyzes, and interprets information, issues, and proposals.
- Collaborates with Communications Director to prepare talking points on a variety of matters/issues for the Mayor.
- Composes correspondence.
- Involved in strategic planning and coordination of projects from conception to completion.
- Composes policies, reports, speeches, and documentary correspondence.
- Collects and compiles city departments year-end reports.
- Supervises constituent relations and provides direction to staff.
- Advises the Mayor on legislative issues and other issues that could have an impact on the City of Lansing.
- Attends City Council and Committee of the Whole meetings in absence of the Mayor as required under the Lansing City Charter.
- Represents Mayor at City Council committee meetings and other meetings and public functions as needed.

- Under general supervision of the Chief of Staff, helps manage the day-to-day operations of the Mayor's Office.
- Responsible for vetting department resolutions for referral to City Council.
- Conducts Cabinet meetings in the absence of the Mayor or Chief of Staff.
- Meets with community and business leaders as requested.
- Performs other related duties as assigned.

As Citizen Advocate, duties include:

- Monitor and address complaints via multiple channels of communication including phone, email, social media, etc.
- Serves as the main contact point for citizens in the Mayor's Office.
- Communicates with department staff via email, phone and meetings to research and resolve constituent complaints.
- Keeps accurate and up to date records of casework.
- Collaborates with other governmental agencies, elected officials, and nonprofit agencies' staff to resolve resident concerns or complaints.

Format: 3/14/14

Revised/Updated: 6/10/2022



Andy Schor, Mayor

**City of Lansing
Department of Human Resources
Mayoral Staff Job Description**

Department: Office of the Mayor

PCN: MYRADMLR

Position Title & Level: Chief Labor Negotiator

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

THIS POSITION REPORTS DIRECTLY TO THE MAYOR AND/OR THE MAYOR'S DESIGNEE

Must be available to work evenings, weekends, and holidays as necessary to perform the job duties of this position.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's Degree in Human Resource Administration, Labor Relations, or a law degree.
- Four (4) years of Human Resources experience or an equivalent combination of training and experience.
- Prior public sector labor relations experience preferred.
- Law Degree preferred
- Must possess and maintain a valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Experience in general negotiations, knowledge of labor relations, industrial relations and applicable State and Federal Laws, of labor relations principles, unemployment compensation law, principles and practices, contract construction and interpretation, and grievance administration, of public sector labor relations law, principles and practices, and knowledge of state and federal employment statutes and case law governing labor law.

Experience in the following areas: supervising and providing work direction to others; use of a personal computer with word processing; conducting investigations and investigatory interviews; conducting effective and accurate research; compiling and presenting data; analyzing labor contracts, arbitration awards, and legal opinions; identifying training needs and resources; creating and delivering training programs to a wide range of audiences; contract interpretation, negotiation and evaluation of grievances.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS: Office environment, and occasionally, construction sites.

ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions, which may be found in this position as duties, and responsibilities may be added, deleted, or modified at any time.

- Serves as the City's Chief Labor Negotiator for collective bargaining.
- Coordinates activities and negotiates collective bargaining agreements with the City's bargaining units. Acts as the City's spokesperson for collective bargaining as designated by the Mayor.
- Represents the City at bargaining sessions and prepares proposed contract language and proposals for new or existing contracts.
- Negotiates settlements or special agreements with union representatives, which includes interpretations of arbitration decisions, M.E.R.C. (Michigan Employment Relations Commission) decisions, and other rules relating to labor relations using a personal computer with word processing software.
- Investigates and administers the grievance procedure for employees covered by collective bargaining agreements.
- Advises the Mayor and department heads and supervisors concerning the interpretation and administration of collective bargaining agreements and related labor relations matters.
- Prepares cases and may serve as the City's witness before external agencies including M.E.R.C. and M.E.S.C. (Michigan Employment Security Commission).
- Collects, examines, and compiles information for labor relations research projects relating to grievances, arbitration and negotiations.
- Prepares and presents City cases for appeal boards and grievance arbitration hearings.
- Prepares written summaries and reports of findings.
- Consults with departments in developing and implementing general policies and procedures relating to employee relations; conducts investigations and makes findings and recommendations concerning the resolution of problems arising from dismissals, suspensions, grievances, and other similar actions.
- Reviews provisions of current agreements with management personnel to identify problem areas of application.

- Conducts training sessions following negotiations of new and revised agreements to give detailed explanation of changes made.
- Researches and recommends contracts with and coordinates with the City Attorney's office in representing the City in special labor relations matters.
- Responsible for mediation, fact-finding, binding arbitration, Unfair Labor Practice Hearings, Unit Clarification Hearings, and other quasi-legal proceedings.
- Consults with management and supervisory personnel in labor relations administration.
- Conducts wage, salary, and benefit surveys to assist in preparation for negotiation.
- Prepares contract proposals and agreements.
- Represents the Mayor at meetings related to Labor Relations and collective bargaining matters.
- Other duties as assigned.

Formatted: 01/12/2018

Revised/Updated: 06/10/2022



Andy Schor, Mayor

**CITY OF LANSING
DEPARTMENT OF HUMAN RESOURCES
EXECUTIVE MANAGEMENT GROUP JOB DESCRIPTION**

Department: Office of the Mayor

PNC: CSOFFICER

Job Title: Chief Strategy Officer

SPECIAL REQUIREMENTS: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

Must pass a Federal/National criminal background investigation and credit check. Must possess and maintain a valid driver's license. Ability to travel offsite events and meetings.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree and Master's Degree in Finance, Economics, Accounting, Management, Administration, or a related field.
- Five (5) to seven (7) years of related experience in finance/administrative and project management.
- Experience with financially distressed units of government, or turnaround management experience with restructuring or bankruptcy in either the private or public sectors, is strong preferred.
- In-depth knowledge and experience in management, including multi-fund, multi-year budgeting, governmental accounting, and financial reporting.
- Experience in budget presentations, communicating with internal/external stakeholders.
- Knowledge of internal control systems over financial assets and financial record keeping activities.
- Knowledge of collective bargaining agreements, including negotiations of contracts.
- Knowledge of municipal pension boards / systems, including actuarial reports.
- Understanding of risk management.
- Experience working with, and deep knowledge of, State and Federal grants, application preparation and submission, reporting requirements, and regulations.
- Experience and evidence of ensuring compliance, best practices, and transparency.
- Proficient working with financial software/spreadsheets.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

- Excellent verbal, written and interpersonal communications skills.
- Evidence of leadership skills - team building and demonstrated ability to work effectively with all staff in all departments, in addition to the persuasive ability to negotiate and influence stakeholders on difficult necessary actions that need to be taken.
- Demonstrated knowledge of continuous improvement principles and practices.
- Broad knowledge of financial, programmatic and or performance budgeting, forecasting, and investing public funds.
- Knowledge of federal, state and local laws, policies, regulations, and procedures relating to financial management
- Ability to generate and communicate cost benefit analyses.
- Must possess strong analytical skills.
- Must possess project management skills.
- Must maintain and use professional judgment in dispensing confidential information.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS:

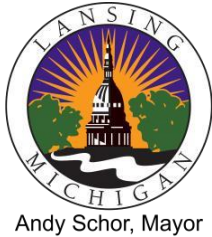
Office environment as well as occasional travel to offsite locations.

ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions, which may be found in this position as duties, and responsibilities may be added, deleted, or modified at any time.

- The Chief Strategy Officer will identify, analyze, develop, communicate, oversee, and monitor short-term and critical long-term strategic goals/policies and action plans that target correcting a structural budget imbalance. In addition, the CSO will seek opportunities for growth and efficiencies city wide. The CSO will focus on new revenue generation through grants, development, and partnerships.

Finalized: 6/10/2022



**City of Lansing
Department of Human Resources
Mayoral Staff Job Description**

Department: Office of the Mayor- Community Media

Job Title: City TV Manager

Job Code: CABLEMGR

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate or Personnel Rules.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies as deemed appropriate regarding education and experience requirements.

- Bachelor's Degree in communication arts, speech, television and radio, film, media arts, audio/video production or a related field AND
- Two (2) years of experience in television production work OR an equivalent combination of training and experience.
- Must possess and maintain a valid driver's license.

KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:

Knowledge of techniques and practices of audio and video production work. Skill in planning and producing wide range of programs. Skill in the operation of cameras, tape recorders, mixing boards, computers, and other related equipment. Ability to read and follow schematics. Ability to communicate effectively both verbally and in writing. Ability to provide work direction to others. Ability to establish and maintain effective working relationships with City Department heads and members, other City employees, outside agencies, community groups and the public.

PHYSICAL CAPACITY REQUIREMENTS: Walking, standing, lifting, sitting, hearing, speaking, finger dexterity, visual acuity. Ability to lift up to 50 pounds.

ENVIRONMENTAL CONDITIONS: Inside and outside environment.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Manages and directs the operations of the City's government access television channel.
- Produces and broadcasts City Council meetings which involves the operation of a wide range of cameras and audio equipment requiring excellent vision, hearing skills.
- Supervises work of student interns.
- Develops and directs the production of videotape productions of other City department functions and meetings.
- Copies and maintains video and audio tapes.
- Changes and updates the character generator
- Staffs and compiles information for the Telecommunications and Cable Board.
- Edits tapes for programs or training.
- Cleans, maintains and moves equipment as required which involves lifting of up to fifty (50) pounds.
- Answers questions from City Council members, other City employees and members of the public regarding cable channel related issues.
- Maintains a liaison between the public and the cable channel provider.
- Provides general assistance to other office staff members as required.
- Drives a motor vehicle to and from work sites as required.

Format: 3/11/2014

Revised/Updated: 2/2007, 3/30/2011, 6/10/2022



Andy Schor, Mayor

CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES MAYORAL STAFF JOB DESCRIPTION

Department: Office of the Mayor

PCN: CCOORGRD

Job Title: Communications Coordinator and Graphic Designer

SPECIAL REQUIREMENTS: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree in Advertising, Communications, Public Relations and/or Graphic Design; **AND**
- Two (2) years of related experience in graphic design, communications, and social media for business; **AND**
- Proficiency in Adobe Creative Cloud (including InDesign, Photoshop, Illustrator, Acrobat and Microsoft Office Suite) required.
- An equivalent combination of training and related work experience may be considered.
- Experience in professional writing or communications highly preferred.
- Website Management and Social Media Management experience highly preferred.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

- Knowledge of the principles and practices of public relations.
- Skill in writing letter and promotional material.
- Skills in customer service and event management.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, other City employees, volunteer boards, and with the public.

- Must be dependable and possess a good work record.
- Skill in the use of graphic design and photo editing software such as Illustrator, Publisher, InDesign, Canva, Photoshop, etc. preferred.
- Skill in the use of video editing software such as Final Cut Pro, Adobe Premier, Lightworks, iMovie, etc. preferred.
- Skill in effectively communicating with a high volume of clients, community members, City employees and elected officials in a professional manner to include creation posting of, filtering, responding to, and redirecting social media content information to those individuals regarding the Office of the Mayor and City of Lansing related matters.
- Ability to exercise discretion when receiving or dispersing information; to maintain and properly dispense City related content and information to the appropriate platforms, agencies, and venues; as well as to work independently and under tight deadlines without constant direct supervision.
- Must maintain and use professional judgement in dispensing confidential information.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS:

Office environment as well as occasional travel to offsite locations.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Creates and designs artwork for print and electronic use in promotional materials, publications, website content, email, social media content, etc.
- Utilizes ability in Adobe Create Cloud including InDesign, Illustrator, Photoshop, Acrobat, and Microsoft Office Suite to priority drive information for publication.
- Works directly with the Communications Director on branding and design work citywide.
- Assists the Communications Director in developing citywide communication strategies.
- Assists the Communications Director and Mayor with media events when needed.

- Assists with communication of City events (generating print and digital materials, branding, social media, and website promotion, etc.).
- Leads the design and layout of the City's seasonal print/digital magazine.
- Updates and maintains the City of Lansing website.
- Assists citywide departments with website training, questions, and content.
- Communicates with all department teams to ensure that messaging and branding of their content on the website is cohesive, appropriate, and current.
- Develops, drafts, and administers day-to-day social media schedule/plan for the City of Lansing's social media platforms.
- Monitors and drafts responses to direct messages and comments received on the City of Lansing's social media accounts.
- Works with the Communications Director to write, edit, and send press releases and other media releases from the city when needed.
- Drafts and sends listserv communications.
- Assists citywide departments with creating maps.
- Assists citywide departments with creating informational and educational documents for the public.
- Performs other duties as assigned.

Created/Formatted: 2/12/2019

Revised/Updated: 4/1/2021, 8/18/2021, 6/10/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Mayoral Staff Job Description

Department/Division: Office of the Mayor

PCN: CMNCTMGR

Position Title & Level: Communications Director for the City of Lansing

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

MUST BE AVAILABLE TO WORK FLEXIBLE HOURS, INCLUDING NIGHTS & WEEKENDS AS REQUIRED.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

Bachelor's degree in journalism, communications, or related field is required. A minimum 10 years of experience in an in-house or agency senior management role. A minimum five years of experience in planning, writing, editing, and production of newsletters, press releases, annual reports, marketing literature, and other print publications and directories. Must have demonstrated skills and comfort in proactively building relationships with top tier reporters and editors, and in successfully positioning subject matter with the media to achieve high-impact placements. Must be familiar with development of Websites, social media, and other areas of information technology. Must have leadership experience in managing comprehensive and strategic communications, media relations, and marketing programs to advance the City's mission, goals, and services.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Under the direction of the Mayor, the Communications Director's responsibility is multi-faceted and includes advertisement, public relations, and general media work. Requires excellent writing skills, including experience in writing press releases, reports, articles, op-ed pieces, advertisements, and speeches. Knowledge of photo-editing and document-design programs, familiarity with local and national media, Web page and social-media trends. Expertise and experience in handling sensitive and confidential issues. Excellent detail-oriented project management. A strong self-starter. Ability to create messages, slogans, and tactics that draw attention to policy points. Calm in a crisis and have great instincts. Able to work under a deadline and can turn things around quickly. Strong judgment on what kinds of tactics and campaigns that will attract press attention. Excellent political and strategy judgment. As a spokesperson, sound bites and quotes must be concise, clear and on message. Comfortable with a virtual office. Experience with online politics and technology. Ability to counsel Mayor, executive staff, and department heads on effective communication strategies. Ability to direct and oversee communication programs that effectively describe and promote City services and programs. Create marketing/public relations strategy that will allow the Mayor and his administration to cultivate and enhance meaningful

relationships with targeted, high-level external audiences, including the media and key influencers. Skill in preparation, proofreading and editing reports, letters, and other office work. Skill in researching, compiling, analyzing, and interpreting data in multiple forms from multiple sources.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS OF POSITION: Office environment.

ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted, or modified at any time.

- Lead the City's overall communications strategy, while executing Mayor's vision.
- Write and disseminate public information and all media advisories and press releases.
- Coordinate response to press inquiries with Mayor and all other City departments or agencies and other City staff as needed.
- Plan and coordinate press conferences and other press events/announcements.
- Plan and coordinate Mayor's interviews and talking points for events and all press-attended functions.
- Manage media relations, develop contacts, pitch stories, speak on the record for the Mayor and City.
- Support the development of mayoral speeches, including the State of the City speech, and coordinate speech-related media and logistics.
- Maintain an accurate list of media contacts and build productive working relations with key members of the media, especially media organizations that report regularly on City government.
- Manage City brand standards and ensure they are met.
- Manage the communications team to create engaging and effective digital and traditional campaigns that drive traffic, generate leads, increase awareness, connect with residents, and drive ROI.
- Write, review, and edit the City's web and social media content.
- Assist in creation of and management of all digital and traditional communications content.
- Track engagement across platforms and make data-driven decisions.

- Coordinate and collaborate with City departments, program, and project leaders to promote their goals and messages and ensure consistent messaging enterprise-wide.
- Collaborate with regional organizations to create and build regional communications efforts.
- Engage with media, community organizations, residents, and other stakeholders.
- Educate and train others across City government regarding web content management and social media strategies and tactics.
- Day-to-day management of web content and communications outreach on social media channels.
- Monitor social media channels and facilitating effective, responsive, and appropriate communications between city agencies and citizens.
- Ensure all communications align with City government mission, values, and objectives.
- Track and capitalize on new and emerging trends in web and social media technologies.
- Develop strategy and implement digital and traditional communication during a crisis or City emergency.
- Provide work direction and supervision for City communications staff, including Graphic Designers, Communication and Content Coordinators, and Social Media and Communications Interns across City departments.
- Manage vendor and agency relationships to support communications projects throughout the City.
- Manage creation and dissemination of citywide magazine in both digital and traditional mediums.
- Maintains and uses professional judgement in dispensing confidential information.
- Performs other related duties as assigned by the Mayor.

Format: 3/14/2014

Revised/Updated: 1/2014, 6/10/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Mayoral Staff Job Description

Department/Division: Office of the Mayor **PCN:**

Position Title & Level: Community Relations Liaison

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Associate's Degree in Business Administration, Bookkeeping, Secretarial or related field **OR** At least 3 years of work experience in public relations, community engagement, or a related field.
- Excellent interpersonal skills and ability to work well as part of a team.
- Ability to work well under pressure and manage sensitive or controversial subjects with professionalism.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with community members.
- Ability to multitask and prioritize assignments in an organized fashion.
- Experience using a personal computer utilizing various software including but not limited to word processing, databases, and spreadsheets.
- Experience in providing exceptional customer service via the telephone, email and in person.
- Must possess and maintain a valid driver's license.
- Must be dependable and possess a good work record.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Establishes and maintains effective working relationships with representatives of community organizations, religious organizations, state/local government, service providers, and other relevant stakeholders. Represents the Mayor at community events, handles multiple priorities and meets established deadlines.

Skill in the use of a personal computer with knowledge of various software packages including but not limited to; word processing, spreadsheets, databases, Internet, email, and presentation software, in preparation, proofreading and editing reports, letters and other office work, in organizing and arranging meetings, in researching, compiling, analyzing, and interpreting data in multiple forms from multiple sources, and in functioning independently and using professional judgment.

Ability to use discretionary judgment in dispensing confidential information, to organize time effectively, self-direct work and handle multiple assignments efficiently, to work under pressure, meet deadlines and pay attention to details. Establish and maintain effective working relationships with co-workers, department and division heads, other City employees, outside governmental agencies, elected officials, constituents, area businesses and the public. Communicate effectively both verbally and in written forms.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS OF POSITION:

Office environment with travel to meetings in other locations as needed.

ESSENTIAL POSITION FUNCTIONS:

Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted, or modified at any time.

- Collaborates and builds coalitions with community members, professional groups, and organizations.
- Provides updates of behalf of the Office of the Mayor to residents, community stakeholders, civic groups, faith-based organizations, schools, businesses, other organizations.
- Assists with implementing community outreach activities, programs and events.
- Presents public presentations to residents, organizations, and businesses in order to promote the Office of the Mayor and the City of Lansing.
- Presents proclamations on behalf of the Mayor.
- Assists in the coordination and implementation of a variety of special events.
- Respond to residents and organizations with any questions/concerns and helps to provide resources.
- Receives community input on various issues and collaborates with the Chief of Staff, Deputy Chief of Staff and applicable department leads to research appropriate solutions.
- Works collaboratively with stakeholders in the development of community engagement strategies.

- Develops partnerships with other entities, businesses, community-based organizations and residents to support service initiatives.
- Engages and establishes regular communications with civic associations within the City.
- May serve as the Mayor's liaison for the Sister Cities Commission and other needs related to heritage, multicultural, international events, and programs or special public events.
- Performs other related duties as assigned.

Format: 3/14/14

Revised: 6/10/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Mayoral Staff Job Description

Department: Office of the Mayor-Community Media

Job Title: Director of the Lansing Public Media Center Job Code: LPMCDIR

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate or Personnel Rules.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies as deemed appropriate regarding education and experience requirements.

- Master's Degree in communication arts, speech, television and radio, film, media arts, audio/video production or a related field, AND
- Six (6) years of experience in television production work OR an equivalent combination of training and experience, AND
- A minimum of two (2) years experience must have been in a role of Executive Producer or Facility Director, AND
- Must possess and maintain a valid driver's license.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES: Team building, and leadership skills are required for the success of this position. Knowledge of techniques and practices of audio and video production work. Skill in planning and producing a wide range of programs. Skill in the operation of cameras, tape recorders, mixing boards, computers, and other related equipment. Ability to read and follow schematics. Ability to communicate effectively both verbally and in writing. Ability to provide work direction to others. Ability to establish and maintain effective working relationships with City Department heads and members, other City employees, outside agencies, community groups and the public.

PHYSICAL CAPACITY REQUIREMENTS: Walking, standing, lifting, sitting, hearing, speaking, finger dexterity, visual acuity. Ability to lift up to 50 pounds.

ENVIRONMENTAL CONDITIONS: Inside and outside environment.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Manages and directs the operations of the Lansing Public Media Center, both public facing and its operation as an internal City Departmental service bureau.
- Produces and broadcasts City Council meetings which involves the operation of a wide range of cameras and audio equipment requiring excellent vision, hearing skills.
- Supervises work of student interns.
- Develops and directs the production of videotape productions of other City department functions and meetings.
- Copies and maintains video and audio tapes.
- Changes and updates the character generator.
- Staffs and compiles information for the Telecommunications and Cable Board.
- Edits tapes for programs or training.
- Cleans, maintains, and moves equipment as required which involves lifting of up to fifty (50) pounds.
- Answers questions from City Council members, other City employees and members of the public regarding cable channel related issues.
- Maintains a liaison between the public and the cable channel provider.
- Provides general assistance to other office staff members as required.
- Drives a motor vehicle to and from work sites as required.

Format: 3/11/2014

Revised/Updated: 2/2007, 3/30/2011, 6/10/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Mayoral Staff Job Description

Department/Division: Office of the Mayor-Community Media

Job Title & Level: Videographer

PCN:VGRAPH

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

SUMMARY: Provides media services to the City of Lansing by utilizing audio and video equipment to record meetings, media events, training sessions, and TV programs for distribution and broadcast on the City's TV and Internet Channels

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Associates degree in communication arts, speech, television and radio, film, media arts, audio/video production OR a related field, AND
- One (1) year of professional experience in directing, producing, filming audio/video material for media production and release, AND
- Must possess and maintain a valid driver's license.
- Equivalent training and experience is acceptable.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Knowledge of the principles and practices of media production. Knowledge of the operation, maintenance, and repair of production equipment. Knowledge of the practices and procedures used in developing, editing, storing and shipping of media products. Knowledge of and ability to keep abreast of current developments in the field of media communications. Ability to edit completed audiovisual media for presentation. Ability to properly set up a production scene and direct participants as appropriate for scene set up. Ability to operate, maintain and repair production equipment. Ability to maintain records and materials and prepare reports and correspondence related to work areas. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relations with Elected Officials, other city employees, members of the media and the public.

PHYSICAL CAPACITY REQUIREMENTS:

Standing, sitting, speaking, listening, hearing, lifting, carrying, bending, stooping, crawling, climbing, finger dexterity and feeling, visual acuity and the ability to lift 75 pounds on a regular basis.

ENVIRONMENTAL CONDITIONS:

Office and outside environment, which will allow exposure to a variety of weather situations.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Sets up and films media events, City Council and board meetings, City educational programs and other production for broadcast on the City's television station and internet.
- Sequences and edits production work for broadcast.
- Keeps calendar of events and programs to be filmed.
- Keeps abreast of the latest trends and advances in media technology.
- Maintains and catalogs digital files and show masters.
- Maintains records and prepares reports and correspondence related to work.
- Operates, maintains, and repairs production equipment.
- Other duties as assigned.
- Must be able to work weekends and holidays.

Finalized: June 10, 2022



Andy Schor, Mayor

**City of Lansing
Department of Human Resources
Mayoral Staff Job Description**

Department/Division: Office of the Mayor

PCN:

Position Title & Level: Scheduling and Appointments Coordinator

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the appropriate Personnel Rules.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Associate's Degree in Business Administration, Bookkeeping, Secretarial or related field **OR**
- Two (2) years diversified office coordination experience with equivalent combination of training and experience.
- Experience using a personal computer utilizing various software including but not limited to word processing, database, and spreadsheets.
- Experience in providing exceptional customer service via the telephone, email and in person.
- Must have excellent and effective communication in both verbal and written forms.
- Must possess and maintain a valid driver's license.
- Must be dependable and possess a good work record.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Skill in the use of a personal computer with knowledge of various software packages including but not limited to; word processing, spreadsheets, databases, Internet, email, and presentation software, in preparation, proofreading and editing reports, letters and other office work, in organizing and arranging meetings, in researching, compiling, analyzing, and interpreting data in multiple forms from multiple sources, and in functioning independently and using professional judgment.

Ability to use discretionary judgment in dispensing confidential information, to organize time effectively, self-direct work and handle multiple assignments efficiently, to work under pressure, meet deadlines and pay attention to details. Establish and maintain effective working relationships with co-workers,

department and division heads, other City employees, outside governmental agencies, elected officials, constituents, area businesses and the public. Communicate effectively both verbally and in written forms.

PHYSICAL CAPACITY REQUIREMENTS:

This individual must be able to, on their own or with assistance, possess the ability to sit, walk, carry, communicate, hear, push, pull, lift, bend, crouch, reach and demonstrate finger dexterity and visual acuity. Must be able to lift or carry up to 15 pounds.

ENVIRONMENTAL CONDITIONS OF POSITION:

Office environment with travel to meetings in other locations as needed.

ESSENTIAL POSITION FUNCTIONS:

Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation, please contact the Department of Human Resources

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted, or modified at any time.

- Schedule Mayor's appointments and meetings, coordinate speaking engagements, and Mayor's participation in all events by gathering all pertinent information and providing the Mayor with an agenda, participants and pertinent information.
- Schedule reoccurring meetings for the Mayor and various departments and/or groups.
- Handle the coordination of meetings, which includes identifying time, location, and planning arrangements for special accommodations.
- Assist in tracking and scheduling meetings for the Mayor's conference room.
- Screen, prioritize and appropriately distribute calls and emails to Mayor and staff as needed.
- Responsible to monitor, coordinate and maintain all Mayoral appointments to boards and commissions, and provide monthly status reports on term expiration dates, vacancies, etc.
- Responsible for vetting applicants to city boards and commissions for referral to City Council.
- Serves as the Mayor's liaison for the Sister Cities Commission and other needs related to heritage, multicultural, international events, and programs or special public events.
- Collaborates with the Office Manager on preparing for attendance to conferences and meetings including registration, travel arrangements, hotel accommodations and other special services for Mayor.
- Performs other related duties as assigned.

Format: 3/14/14

Revised/Updated: 6/10/2022

combined public safety campus

A PRESENTATION BY RIVER CADDIS

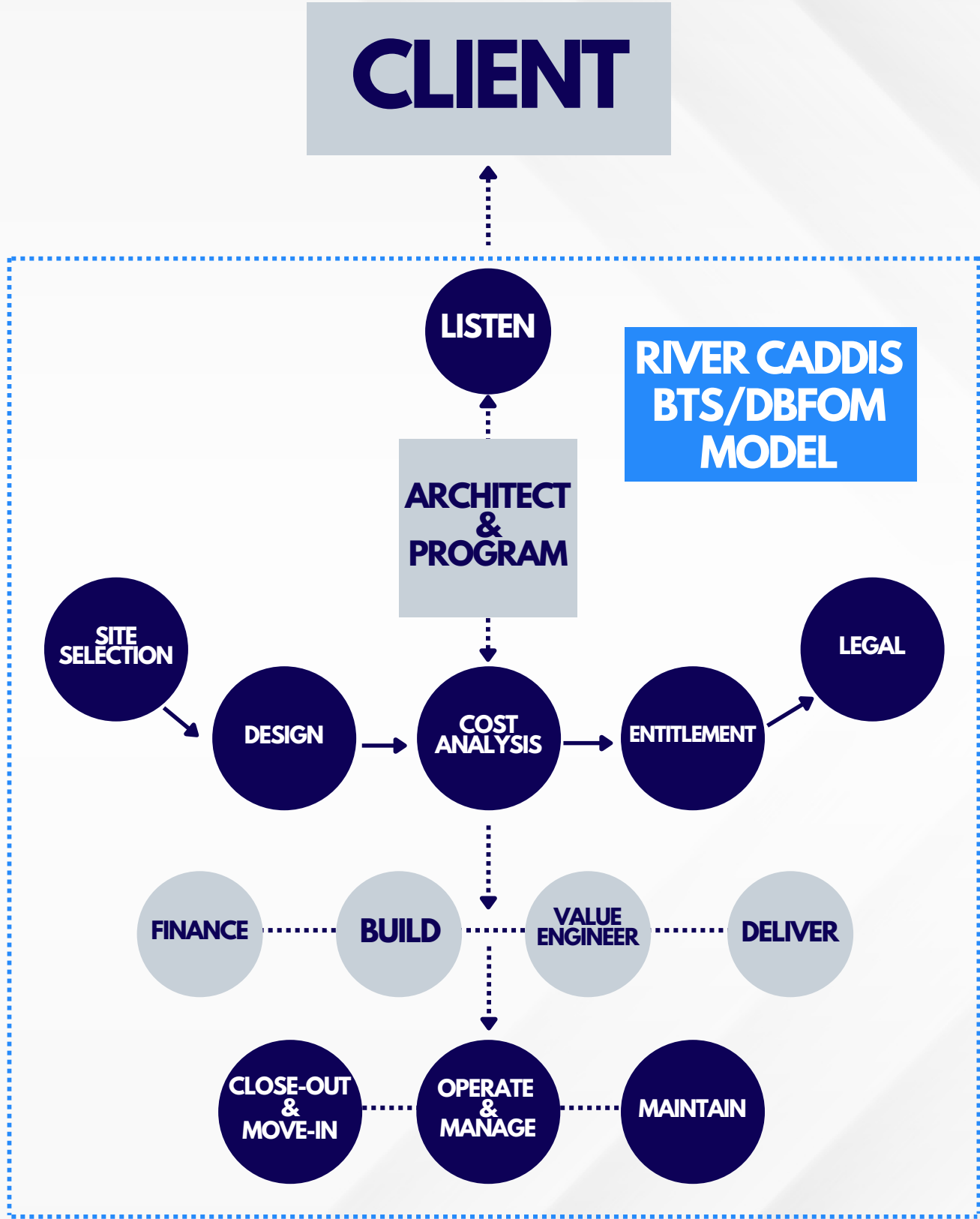


efficient. safe. optimized

introductions

RIVER CADDIS DEVELOPMENT

river caddis model

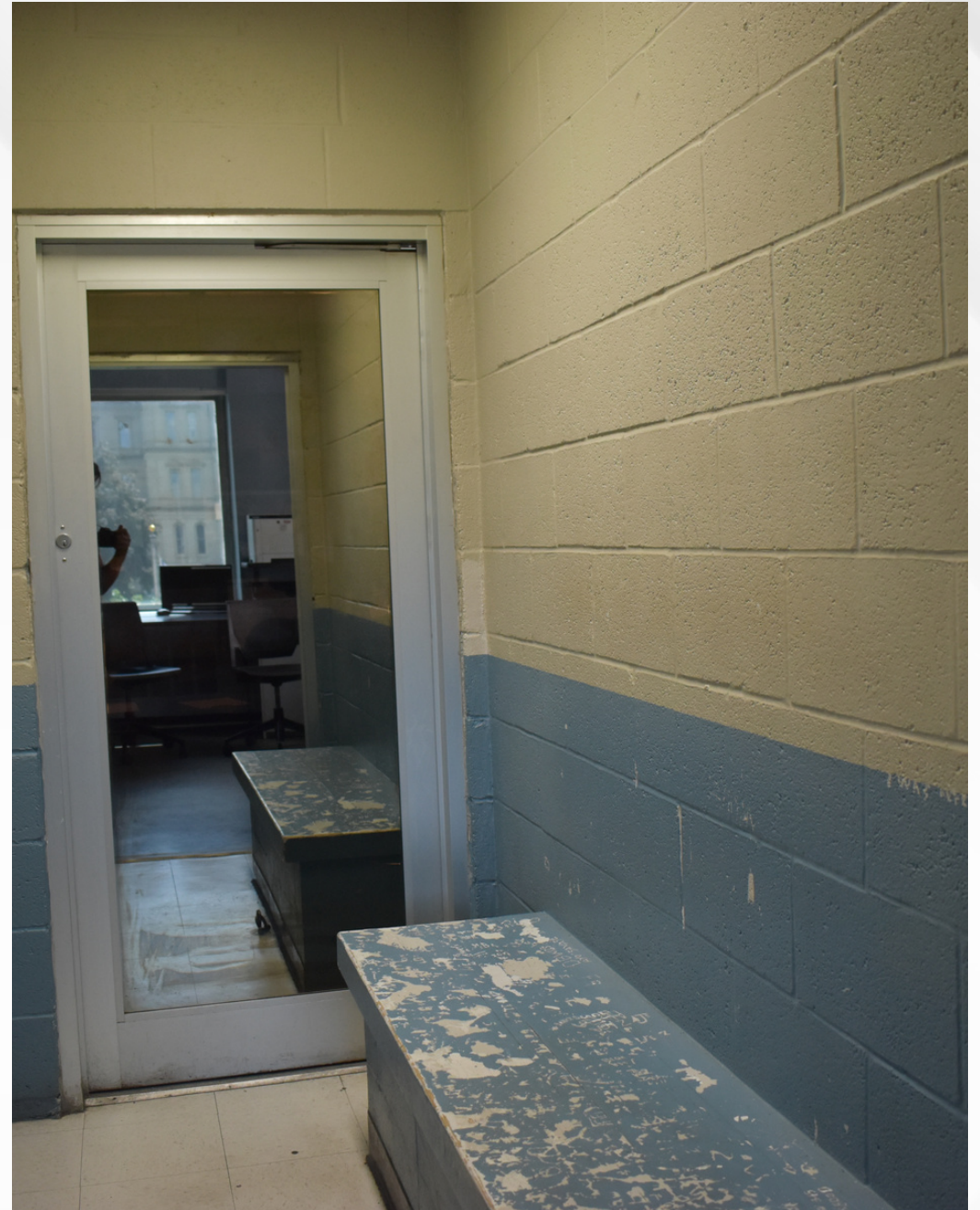


state of facilities

POLICE DEPARTMENT









This uneven area is directly near the handicap parking for the unsecure lot which is concerning for any individuals that require handicap parking that need services at OPS. Additionally, this is the main thoroughfare for subjects walking through the lot to enter and exit OPS.



state of facilities

FIRE DEPARTMENT









project design



project scope

Police Department

Project Includes:

- HQ
- Precinct
- Lock up
- Replacement of Downtown location
- Replacement of Wise Road Department

Fire Department

Project Includes:

- HQ, Executive Admin Space, Potential EOC replacement
- Fire Training Center
- Replacement/Renovation of Station No. 1, 2, 8, 9

Court(s) | Administration

Project Includes:

- Replacement of Court(s) currently in City Hall
- Replacement of Administration Offices in City Hall

program

Totals
268,705 sf
\$174,658,022.50

Police	Usable Square Feet (USF)	Courts	USF
Entry/Access	11,396	Courts	16,019
Executive Admin	3,258	Judicial Chambers	2,888
Patrol Division	8,039	Court Admin	4,773
Investigations	9,944	Civil Clerk	2,001
Personnel and Staff	5,119	Traffic Criminal Collection	2,568
Detention	8,776	Probation Services	3,368
Property and Supply	9,503	Building Support	5,082
Crime Scene	3,753		
Technology and Central Records	3,121	Sub-Total	36,699
Staff Common Areas	11,822	Utilities	5,505
Ancillary Functions	23,106	Gross-Up Factor	3,670
Building Support	6,357	Total GSF	45,874
Special Ops	7,957		
Range	9,939	Lock-Up	
		Lock-Up	11,239
Subtotal	122,090		
Utilities	19,534	Subtotal	11,239
Gross-Up Factor	12,209	Utilities	1,686
Total GSF	153,833	Gross-Up Factor	1,124
		Total GSF	14,049
Fire			
Station# 9 Replacement	22,899	Total	
Fire Training	4,171	Programmatic Total	268,705
Executive Admin	16,889	Cost (\$650 PSF)	\$ 174,658,022.50
Subtotal	43,959		
Utilities	6,594		
Gross-Up Factor	4,396		
Total GSF	54,949		

financial

- **Seek voter approval on November 8, 2022 for a \$175 million bond issue that would be issued to fund a public safety complex (police, fire and courts) and improvements to fire stations.**
- **Dedicated debt millage declines over time as the City's tax base increases**
- **Revenue from Residents (54%) and Commercial/Industrial/Utility (46%)**
- **Bonds issued in one or more series to comply with the IRS Code**

next steps

questions?

thank you!



Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police

Chief Ellery Sosebee

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-4606

Fax: (517) 483-4617

ellery.seosebee@lansingmi.gov



Ellery Sosebee, Chief

June 13, 2022

Lansing City Council Members:

The Lansing Police Department supports the planned new construction proposed by River Caddis Development and urges the Council to support the request for a combined resource, public safety campus, that would remain a city asset. LPD support is based on the River Caddis representations that the proposed new construction will be an inclusive, shared resource facility with appropriate space to work and grow. This includes, but not limited to, the Lansing Police Department operations, administration, lock up, Lansing Fire Department Administration, and the 54-A District Court.

In 2014, the Lansing Police Department relocated "temporary" location at 5815 Wise Road. This move was meant to save the city money as plans were forming to build or relocate to a more purpose built and efficient facility. This has not happened. Now, 8 years later, the city continues to pay rent to the Lansing School District for use of a once-vacant school. We are the Capital City of Michigan. The Capital City's Finest, your Police Department, pays rent to work out of a vacant school.

The City of Lansing is currently divided into resource and asset silos. Many resources within the separate divisions of the city can be shared to reduce costs. This includes buildings. It has been proven that shared resources are effective cost saving efforts and produce greater efficiencies.

The inefficiencies the city assumes for these buildings are extensive. These include but are not limited to rental cost and fees, safety concerns, code violations, location, maintenance, employee working conditions and high heating and cooling costs.

The Lansing Police Department fully supports Mayor Schor's identification and plan of action to save money for generations to come by combining resources in a city-owned building. The Lansing Police Department asks for your support for this much-needed project.

Respectfully submitted,

Ellery Sosebee

Chief of Police

"Capital City's Finest"

Submitted @ mty



CITY OF LANSING | FIRE DEPARTMENT
ADMINISTRATION

120 E. SHIAWASSEE ST. | LANSING MI 48933

517-483-4200

LANSINGMI.GOV/FIRE



Brian E. Sturdivant, Fire Chief

Andy Schor, Mayor

June 9, 2022

Honorable City Council:

SUBJECT: LFD MILLAGE SUPPORT

This letter is to reflect the Lansing Fire Department's full support for the proposed police and fire administration and operations millage being placed on the November ballot. As you are aware, this millage would be utilized to strengthen the public safety partnership between the Lansing Police and Lansing Fire Departments and update and modernize our Fire Department by replacing several fire stations with new, facilities that conform to today's construction and workplace safety standards. I understand there may also be an ability to modernize our Court system, which I fully support.

The Lansing Fire Department is poised to do whatever may be required to move this initiative forward. Please do not hesitate to contact my office with any questions or should the need for supplemental information regarding this critical need arise.

Respectfully submitted,

Brian E. Sturdivant
Fire Chief

54-A DISTRICT COURT

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

DISTRICT JUDGES

STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN D. SIMMONS
TONY FLORES



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE
CINDY FAULKNER

June 6, 2022

Mayor Andy Schor
124 W. Michigan Ave.
Lansing, MI 48933

Lansing City Council
124 W. Michigan Ave.
Lansing, MI 48933

Dear Mayor and Council Members,

Please consider this letter in support for a separate court building. As you are aware, the Court currently occupies two floors of City Hall, and this arrangement is no longer efficient or functional for the Court. We have several complications that arise from sharing the building with other city government, as well as the degradation of the facility.

As to the complications of sharing the building, the most concerning is security. The Court has an obligation to protect the occupants of the Court, including visitors and staff. The Court engages the services of an armed security team for this purpose. The city is responsible for City Hall and engages unarmed security for the main entrance to the building. Many people visit City Hall and the Court to conduct their business in a peaceable and orderly manner. But occasionally, visitors are not peaceable or orderly. These occasions highlight the security risk to the Court and City Hall when visitors breach the main entrance without proper security screening.

Recently, a visitor failed to comply with security procedures at the main entrance of City Hall. The visitor entered the elevator, without a screening for weapons, and selected to visit the 6th floor. But this visitor could have selected any floor in the building. There are no restrictions on the ability to select any floor in the elevator with the push of a button. And had he selected the stairs, likewise, he could have selected any floor as the doorways to enter from the stairwell are also unguarded and unsecured. Thankfully, the visitor was unarmed. The situation was handled in a peaceful manner by court staff and security. We consider this incident a warning of more dangerous situations that may occur if we maintain status quo.

While we recognize the City Hall is a public building in which to welcome residents and visitors, the Court is a different public building. The Court engages with people in very stressful circumstances, often on their worst day. Further, we have cases involving violent crimes that cause violent offenders to have business in the building. In the recent past, we suspect we had persons in the building with the express purpose of intimidating

"Equal Opportunity Employer"

MAIN COURT NUMBER
(517) 483-4433

TRAFFIC-CRIMINAL DIVISION
(517) 483-4445

CIVIL DIVISION
(517) 483-4426

PROBATION DIVISION
(517) 483-4424

www.54adistrictcourt.com

a witness out of testifying in an armed robbery case. These are visitors that we are aware may be a risk, many individuals may not be as obvious. In order to protect the Court occupants, it is necessary for the Court to be a more restricted facility. Our security team must be able to control the entrance to screen visitors for weapons and assess risk.

Another security risk is the layout of the current building. The judges' chambers are directly accessible from the public hallway without any vetting of the visitors. This is non-existent in modern courts due to the risk to the safety of the judiciary and their staff. In addition, the chambers lack privacy. Conversations in chambers can be heard in the public hallway.

Another security issue is bringing inmates to Court. To transfer an inmate from the jail to a courtroom, the inmate must be moved down the public hallway. This is a risk to both the inmate and the public. The risk to the inmate is most evident in high profile cases, such as the murder of Dennis Rodeman. Immediately preceding the first hearing, the hallways filled with members of the public. Tensions were high and many were angry. The inmate was to be walked through the narrow hallway past all public to get into the courtroom. Due to the significant risk, the Judge decided not to bring the inmate to the courtroom. This is not always an option. On another occasion, an inmate tried to escape by running down the public hallway, brushing past Court visitors. Both situations can be avoided with a separate Court facility that includes access to the courtrooms separate from the public.

In this current space, we are unable to meet the current needs of the cases. We are increasingly seeking out small spaces for attorneys to conference with their clients, in person or via Polycom. We have insufficient space for a defendant to call the Ingham County Public Defender Office to do an intake or to use our Court IPAD to speak to the attorney in Zoom. We have insufficient spaces to put crime victims so that they may feel safe until their turn to testify. We are using every available space, including the jury rooms, but these rooms are unavailable if being used for juries or other purposes.

We have only two jury rooms for four judges, so it is not possible to call in more than jury two cases at a time. We are using the lobby of City Hall for juror orientation, as we have no other suitable space. The jury rooms are so small that jurors do not want to stay in the room, and instead engage in debriefing with attorneys after the verdict in the public hallway.

The courtrooms are generally not ADA compliant. All four courtrooms contain witness stands that are up a set of steps and too small for larger people. The jury boxes are also not accessible. The chairs, with arms, are bolted to the floor in a close configuration. The jury boxes are also on a step. One courtroom is not accessible at all. The courtroom is too small to create an aisle that is passable by a wheelchair in any area. A wheelchair cannot get to the jury box, the witness stand, behind council table, or even into the public seating.

We have no public restroom on either floor of the Court, requiring us to send visitors to the first floor to relieve themselves. This is exceptionally concerning anytime the visitor expresses a medical need to access a restroom quickly.

All occupants of this building are aware of the degradation, so I will be brief. This building has been through many transitions to keep it functional for the ever-changing purposes it suits. But is crumbling around us. The list of concerns include: the garage cement is cracked, crumbling and leaking; the walls are cracking and there are holes; the ceiling leaks and actively drips; and the wall is growing mold.

"Equal Opportunity Employer"

MAIN COURT NUMBER
(517) 483-4433

TRAFFIC-CRIMINAL DIVISION
(517) 483-4445

CIVIL DIVISION
(517) 483-4426

PROBATION DIVISION
(517) 483-4424

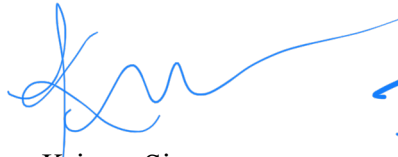
www.54Adistrictcourt.com

Thank you for your consideration. Security is our biggest concern and impossible to address in our current building. The Court appreciates the opportunity to present the issues. If you need further information, please contact any one of us.

Thank you,



Stacia Buchanan
Chief Judge



Kristen Simmons
Judge



Tony Flores
Judge

"Equal Opportunity Employer"

MAIN COURT NUMBER
(517) 483-4433

TRAFFIC-CRIMINAL DIVISION
(517) 483-4445

CIVIL DIVISION
(517) 483-4426

PROBATION DIVISION
(517) 483-4424

www.54Adistrictcourt.com



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-4427

John Ort
Trial Court Security Specialist

January 10, 2008

The Honorable Frank J. DeLuca
Chief Judge
54-A District Court
124 W. Michigan Ave., 6th Fl.
Lansing, MI 48933

Mr. Richard Woods
Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Fl.
Lansing, MI 48933

Dear Chief Judge DeLuca and Mr. Woods:

Thank you for allowing me the opportunity to conduct a cursory security survey of the City Hall on Wednesday, January 9, 2008. Specific to the 54-A District Court, the City Hall Building, and the proposed elimination of a lobby security officer, I have listed below my comments and concerns regarding safety and security in your facility.

Comments

All government facilities (including courthouses) face a certain level of risk associated with various threats. These threats may be natural events, accidents, or intentional acts to cause property damage or personal injury. Regardless of the nature of the threat, government has a responsibility to limit or manage risks from these threats to the greatest extent possible.

Judges, judicial employees, and others in our courthouses often become the victims of hostile acts. Most violence is interpersonal, in that it is an attack by one person against another. It may involve a party in a divorce or other domestic case who suddenly attacks his or her spouse. It may involve a spouse, coworker, or terminated employee who brings a weapon into the building to harm someone. It may involve gang members or extremist groups attempting to intimidate a witness or juror. What characterizes most courthouse violence, though, is that it is related to a specific court case. Some violence, however, is symbolic and it can be an attempt to make a

general statement using a public setting, such as a courthouse or government building as the platform. Given the recent violence in courthouses across the nation, it is easy to understand why drastic steps must be adopted in order to ensure personal and facility security.

Courthouse security provides its own unique challenges because of the following factors:

- **Mixed Tenant Occupancies** – other governmental or nongovernmental entities may occupy the same building.
- **Secure Spaces and Pathways** – the need for distinct spaces and circulation patterns designed to separate judges, court staff, attorneys, witnesses, victims, juries, prisoners, opposing parties, and the general public.
- **Secure Interface (i.e., the courtroom)** – the need to maintain order and safety within the courtroom when all of the above parties come together to resolve matters brought before the court.

Effective court security consists of the following elements needed to ensure the safety of people (staff and public) and the property within the courthouse and nearby grounds, and to protect the integrity of the judicial process:

- **Architectural Elements** – such as separate public, private, and prisoner circulation systems, holding cells, and blast/bullet resistant construction.
- **Equipment and Technology** – such as surveillance cameras, duress alarms, metal detectors, and x-ray machines.
- **Personnel and Operational Procedures** – including security staff, training, weapons policies, and emergency procedures.

Physical security can be defined as a combination of physical and procedural measures designed to prevent or mitigate threats or attacks against the courthouse. The four main principles of a comprehensive physical security program are to **deter, detect, delay, and respond**. They can be thought of as concentric circles or layers of protection that surround an asset (i.e., people or property) and they are as follows:

- **Deter** – measures implemented that are perceived by an adversary or threat as too difficult to defeat.
- **Detect** – measures implemented to determine that an unauthorized action has occurred or is occurring. Detection includes sensing the event, communicating the alarm to an attended location, and assessing the alarm.
- **Delay** – measures implemented to impede an adversary or threat from gaining access to the asset being protected.
- **Respond** – actions taken by a security or law enforcement force, once notified of an event, to prevent, resist, or mitigate the threat or attack.

Access control is one of the most important components of effective building security. Ideally, access points to the facility should be limited in number, preferably to one primary (main) entrance (the so-called “single point of entry”).

- All points of entry should be secured with adequate personnel and equipment at all times.
- There should be continuous monitoring of all points of entry.
- All persons entering the facility should be screened at all times.
- There should be weapons screening at every access point.
- The recommended standard for minimum staffing at a weapons screening station is two officers.
- Duress alarms should be installed at all screening stations.

A dedicated employee entrance should employ the same security measures as the primary public entrance (security staff, equipment, and procedures). In most cases, employees will not challenge persons unfamiliar to them when passing through an employee entrance at the same time.

Some courts with single access points allow employees to bypass security screening with the proper credentials or access cards. Considerations to employing this exception should include the implementation of employee, contractual, and service staff background checks and whether the court is located in a multi-tenant (governmental) facility.

Concerns

The two main lobby weapons screening stations are controlled by one security officer each and not the recommended two officers per station. There are no duress alarms or surveillance cameras located at the weapons screening stations.

Eliminating the employee entrance security officer will leave the main lobby security officer to defend him/herself until law enforcement arrives to assist – provided that he/she is able to summon assistance. The main lobby of a government facility is the first line of defense in providing a safe and secure facility for employees and the public.

Without a security officer at the employee entrance there is no way to monitor the Ottawa Street employee entrance, the corridor leading from that entrance to the main lobby, the stairwells and the public/employee vending area. Studies have shown that inappropriate behavior and crime can be deterred by providing electronic (i.e., surveillance cameras) or natural surveillance of areas where people congregate and access a facility.

A multi-tenant building of this size with several points of access, employs a large number of government employees, and receives a very large number of visitors will be extremely difficult (if not impossible) to properly secure with only one officer.

Final Comment

Establishing and implementing an effective security program in a courthouse provides a stable, relatively predictable, environment in which an individual or group may pursue its ends without disruption or harm, and without fear of disturbance or injury. The courthouse is the last stop in our democratic process for citizens to resolve disputes and to right wrongs. Free and open access

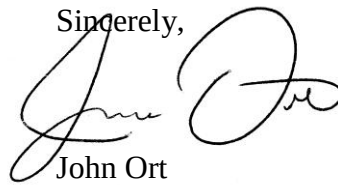
January 10, 2008

Page 4

to justice requires a safe and secure environment in which all those who come to the courthouse are free from fear and intimidation. Judges and judicial staff need to feel safe if they are to conduct themselves in a fair and impartial manner and in accordance with a sense of judicial decorum.

Serious consideration should be given to what the impact will be on safety and security in your facility prior to eliminating a security officer from the main lobby. Alternatively, what new security measures will be implemented in absence of this security officer?

If you have any questions, or would like to discuss this matter in more detail, please feel free to contact me.

Sincerely,

John Ort

cc: James Hughes



Michigan Supreme Court

State Court Administrative Office

Michigan Hall of Justice

P.O. Box 30052

Lansing, Michigan 48909

Phone (517) 373-2199

Dennis D. Mac Donell
Trial Court Security Specialist

March 14, 2012

Honorable Frank J. DeLuca
Chief Judge
54-A District Court
124 W. Michigan Ave. 6th Fl.
Lansing, Michigan 48933

Ms. Anethia Brewer
Court Administrator
54-A District Court
124 W. Michigan Ave. 6th Fl.
Lansing, Michigan 48933

Dear Chief Judge DeLuca and Ms. Brewer:

Thank you for inviting me to walk through the 54-A District Court in Lansing to conduct a cursory review of security for the courts located in City Hall. It is exceptional to hear that the security of the employees and the facilities of the 54-A District Court are being discussed at this time. In an effort to enhance security, I would like to offer a few comments similar to a previous review in 2008 and some recommendations for the court building and the employees.

COMMENTS:

All government facilities (including courthouses) face a certain level of risk associated with various threats. These threats may be natural events, accidents, or intentional acts to cause property damage or personal injury. Regardless of the nature of the threat, government has a responsibility to limit or manage risks from these threats to the greatest extent possible. In light of recent tragic events involving various courts and court personnel, the vulnerability of our justice system, its employees, patrons, and the facilities need to be reviewed, enhanced, and improved.

Judges, judicial employees, and others in our courthouses often become the victims of hostile acts. Most violence is interpersonal, in that it is an attack by one person against another. It may involve a party in a divorce or other domestic case who suddenly attacks his or her spouse. It

may involve a spouse or coworker who brings a weapon into the building to harm someone. Or, it may involve extremist groups or gang members attempting to intimidate a witness or juror. What characterizes most courthouse violence, though, is that it is related to a specific court case. Some violence, however, may be symbolic and it can be an attempt to make a general statement using a public setting, such as the courthouse, as the platform.

Courthouse security provides its own unique challenges because of the following factors:

- **Mixed tenant occupancies** – other governmental or nongovernmental entities may occupy the same building;
- **Secure spaces and pathways** – the need for distinct spaces and circulation patterns designed to separate judges, court staff, attorneys, witnesses, victims, juries, prisoners, opposing parties, and the general public; and
- **Secure interface (i.e., the courtroom)** – the need to maintain order and safety within the courtroom when all of the above parties come together to resolve matters.

The current arrangement of the space for the 54-A District Court in the City Hall and Police Building unfortunately provides some of these challenges. Visitors to any of the city offices have easy access to the court levels, offices, and courtrooms. The secure pathways are minimal and frequently the employees share circulation routes with in-custody defendants. Another disadvantage is the handling of the in-custody defendants, once they are brought to the floors for court; they are transported through the public hallways to reach the appropriate courtroom. All too frequently, there can be unplanned and unexpected contact between these defendants, litigants, and other users of the facility causing potential security concerns. These types of unexpected contacts need to be kept to a minimum and/or controlled. Keeping this in mind can improve security and reduce potential risks.

Physical security can be defined as a combination of physical and procedural measures designed to prevent or mitigate threats or attacks against the courthouse. The four main principles of a comprehensive physical security program are to **deter, detect, delay, and respond**. They can be thought of as concentric circles of protection and are as follows:

- **Deter** – measures implemented that are perceived by an adversary or threat as too difficult to defeat.
- **Detect** – measures implemented to determine that an unauthorized action has occurred or is occurring. Detection includes sensing the event, communicating the alarm to an attended location, and assessing the alarm.
- **Delay** – measures implemented to impede an adversary or threat from gaining access to the asset being protected.
- **Respond** – actions taken by a security or law enforcement force, once notified of an event, to prevent, resist, or mitigate the threat or attack.

Effective court security consists of the following elements needed to ensure the safety of people (staff and public) and the property within the courthouse and nearby grounds, and to protect the

integrity of the judicial process:

- **Architectural Elements** – such as separate public, private, and prisoner circulation systems, holding cells, and blast/bullet resistant construction;
- **Equipment and Technology** – such as surveillance cameras, metal detectors, and x-ray machines; and
- **Personnel and Operational Procedures** – including security staff, training, weapons policies, and emergency procedures.

The 54-A District Court is located on the fifth and sixth floors of the Lansing City Hall and Police Department building. The co-location of the various city offices and the courts within this complex increases the need for dedicated security policies and procedures for the courts and other occupants of the building. With that being said, there are a few steps that can be taken to improve the overall safety and security of the court, its personnel, and the patrons.

RECOMMENDATIONS:

With the above thoughts in mind, the following recommendations are being suggested. These recommendations are not in priority order as that order should be determined by the **Security Committee**.

1. Formalize a security committee

In order to accurately identify what needs to be addressed for a safe and secure facility, the first recommendation would be to establish a standing **Security Committee**, encouraging participation of all the courts and divisions that occupy the building. Having the involvement of various key players increases the awareness of the needs of all the employees and visitors and will also increase the support when decisions for security improvements are made. This committee should have representatives from the following list to focus on court security:

- The judges
- Prosecutors' and city attorneys' offices
- City police and county sheriff's office
- Facilities management
- Local emergency management
- The courts operational/administrative board
- Representatives of the court employees, and
- Other important internal and external stakeholders

2. Establish a security improvement plan

The **Security Committee** should conduct a **risk assessment** to determine what personnel, offices, and functions need to be protected and from what they are to be protected against. This risk assessment could be formulated as a five-year plan for the ultimate security goal while taking incremental steps to achieve that goal. From the court's perspective, security of the

judges, the employees, and court business could be enhanced. This recommendation letter can assist in the initial planning of security improvements and be beneficial before and during any remodeling projects. All courtrooms should be similarly equipped with security features and devices. An additional resource, *Court Security Audit Checklist*, will provide guidance for a comprehensive review of current security levels and can be located at http://courts.michigan.gov/scao/resources/publications/manuals/security/cs_Audit-Checklist.pdf.

3. Review and train to the security policies

The **Security Committee** should continue to develop and review the security policies for use by all court employees. These policies should cover some key areas and become a good foundation for training of the employees. The procedures should minimally cover:

1. Security for judges, witnesses, and jurors
2. Prisoner control and movement
3. Securing of the courtrooms and safety searches
4. Dismissing of parties in potentially volatile cases
5. Juror handling procedures
6. Evacuation
7. Shelter in place
8. Lock down
9. Handling bomb threats
10. Duties and responsibilities of the security staff
11. Duties and responsibilities of all court employees

The security policies should be a comprehensive guideline that can be easily updated as needed. Written procedures increase the chances of saving lives or reducing injuries and allows for control over potentially disruptive incidents. Once developed, the manual or plan can be used to train all of the court employees as to their roles in enhancing the security for themselves, their fellow employees, and the visiting public. Training all employees, including the judges, in evacuation and lockdown procedures helps to raise the security awareness level and helps to identify potential problem areas. The training of all employees is critical for the proper responses when unexpected and unusual events occur. This training should be updated and repeated annually.

4. In-custody defendant handling

The transportation of in-custody defendants through the public hallways is a known security risk for the 54-A District Court. This is not an ideal situation, but due to the design of the building, location of the elevators, holding areas, and the courtrooms, these movements are a necessity. These movements need to be conducted with the highest security level possible. The potential for the defendant to come into contact with the victims or witnesses is great and needs to be controlled in order to avoid any comments or intimidation by the defendant(s). Also, when properly secured for transport, the defendant may be helpless to an assault by others. These transports need to be conducted by personnel that are trained in searching, handcuffing, personal

security, and prisoner handling procedures.

Although utilizing law clerks as bailiffs and transportation officers is a fiscally responsible move that allows these positions to be staffed in hard economic times, the safety of the employees of the court, (including the judges), victims, witnesses, and the defendants should be handled by personnel that have a background in security and safety. The court currently contracts with a private security service to provide some security for the courts. A **recommendation** would be to entertain a review of the role of these security personnel under the contract. Can they be used in their current capacity and to conduct the transports between the courts and the city jail? On known or planned high-volume days, an additional officer(s) may be called in for the in-custody movements while maintaining the current staffing level monitoring the halls and courtrooms. This would allow the law clerks to continue in their role as bailiffs, but without the task of prisoner transports.

5. Entrance screening

The screening conducted at the entrance to City Hall and the Police Department plays a vital role for the safety of the courts. Although, this may not come under the direction of the court, as occupants in this facility, the courts may offer suggestions to have these screening stations properly staffed and equipped. The recommendation is to staff the screening station with at least two people. One of which should be armed in case of emergency.

The screening stations should be equipped with an x-ray scanner to assist in searches of any and all items and packages being brought into the building. The hand searching of bags, briefcases, folders is very labor intensive and time consuming, and places the employee conducting the search at greater risk. The risks include accidental cuts or punctures from unseen objects, and the security officer's attention being placed on the search and not on the incoming visitors.

6. Stairways

There are three sets of stairways that have access to the 5th and 6th floors where the courts and its offices are located. The western stairway and the southern stairway should be signed and used for emergency exits only. Limit the access from these stairwells to the 5th and 6th floors to employees only. This can be arranged by installing proximity card readers or issuing keys to those employees that need this access. The center stairway, near the elevators, can remain available to the public for access to and from the floors for the courts. This would funnel or channel the visitors entering the courts to one central location, either the stairs or the elevators allowing for better observation and control.

7. Courtroom of Honorable Hugh B. Clarke Jr.

The fifth floor courtroom of Judge Clarke has an exit door on the west side of the courtroom. This exit leads directly to a north-south hallway and to a stairway. If this exit is not required by the fire marshal, it should be secured and sealed off. Having an exit door adjacent to the bench and witness stand that is unsecured causes major security concerns of easy flight by in-custody

defendants or quick entry by unseen individuals disrupting court proceedings. This courtroom is in a similar position to a courtroom on the sixth floor that does not have a third point of ingress/egress.

Conclusion

Establishing and implementing an effective security program in a courthouse provides a stable, relatively predictable environment in which an individual or group may pursue its end without disruption or harm, and without fear of disturbances or injury. The courthouse is the last stop in our democratic process for citizens to resolve disputes and to right wrongs. Free and open access to justice requires a safe and secure environment in which all those who come to the courthouse are free from fear and intimidation. Judges and judicial staff need to feel safe if they are to conduct themselves in a fair and impartial manner and in accordance with a sense of judicial decorum.

The suggestions listed on these pages can assist in improving the overall security for the 54-A District Court. Implementation of any of the recommendations should be based on the **risk assessment**, available funding, equipment, and staffing. Although structural improvements can increase security, an important risk reducing advantage would be to **raise the security awareness level for all the occupants of the courts through planning, preparedness, and training**. The training should include both classroom and mock evacuation scenario demonstrations.

After reviewing this material, if you have any questions or comments, please feel free to contact me. I am available to discuss these recommendations with you and the Security Committee and to assist in providing initial training in the area of security.

Sincerely,

Dennis Mac Donell

cc: Mr. James Hughes, Regional Administrator



APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 5





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 5





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 5





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 5





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 50





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 5





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 6





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 6





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 6





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 6





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 6





APPENDIX B PHOTOSURVEY – 1.01 COURTS FLOOR 6





APPENDIX B PHOTOSURVEY – 1.01 COURTS MISC.





APPENDIX B PHOTOSURVEY – 1.02 CITY ASSESSOR FLOOR 3

