

AGENDA

Committee of the Whole AGENDA FOR MAY 8, 2023 AT 5:00 PM



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

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

Council Member Wood, Chairperson
Council Member Garza, Vice Chairperson

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. May 1, 2023
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Presentations:**
 - B. Department Budget Presentations (If materials were provided by the department they are available in the online packet)
 - Mayor and Community Media
 - City Clerk
 - Union Representatives
6. **Discussion/Action:**
 - C. RESOLUTION - Reappointments; Arts and Culture Commission: Diane Gardin(At Large), Kevin Bonds (2nd Ward), Mary Toshach(At Large)- Terms to Expire 6/30/2027; Board of Fire Commissioners: Kathleen Tobe (3rd Ward), Mallory Willis (At Large)- Terms to Expire 6/30/2027; Board of Police Commissioners: Damon Milton(At Large), Guillermo Lopez (3rd Ward)- Terms to Expire 6/30/2027; Board of Public Service: Jason Wilkes(At Large), Thomas Hickson Jr (3rd Ward)- Terms to Expire 6/30/2027; Board of Zoning Appeals: Jordan Leaming (At Large), Kurt Berryman (At Large)- Terms to Expire 6/30/2026; Capital Area Transportation Authority Board: Darlene Fancher (City)- Term to Expire 6/30/2026; Downtown Lansing, Inc. Board: Karl Dorshimer(City) - Term to Expire 6/30/2027; Historic District Commission: James Bell (At Large) -Term to Expire 6/30/2026; Lansing Entertainment and Public Facilities Authority Board of Commissioners; Danielle Lenz(At Large), Larry Leatherwood (At Large), Maureen Saxton ((At Large)- Terms to Expire 6/30/2026; Lansing Gateway Corridor Improvement Authority Board of Directors (North Grand River): Dianne Hartwell (Resident)- Term to Expire 6/30/2027; Michigan Avenue Corridor Improvement Authority Board of Directors: Elaine Barr (Member), Joan Nelson (Member)- Terms to Expire 6/30/2027; Park Board: Isaac Francisco(3rd Ward) -Term to Expire 6/30/2027; Planning Commission: Monte Jackson (At Large) - Term to Expire 6/30/2027
 - D. RESOLUTION - CDBG Annual Action Plan
7. **Other**
8. **Adjourn**

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

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MINUTES **Committee of the Whole** **Monday, May 1, 2023 @ 5:30 p.m.** **Tony Benavides Lansing City Council Chambers**

CALL TO ORDER

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

PRESENT

Council Member Carol Wood
Council Member Jeremy Garza
Councilmember Adam Hussain - excused
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Brian T. Jackson
Councilmember Jeffrey Brown
Councilmember Ryan Kost

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Jim Smiertka, OCA
Lisa Hagen-Lawrence, OCA
Emily Linden, Internal Auditor
Jane DiSessa, Deputy Mayor
Chief Sosebee, LPD
Cheryl Rupprecht, LPD Budget Director
Cathleen Edgerly, DLI
Sharon Frischman, Assessing
Scott Keith, LEPFA
Tristan Wright, LEPFA
Karl Dorshimer, LEDC
Kris Klein, LEDC
Kim Coleman, HRCS
Joseph MacDonald, HRCS
Toni Young, HRCS
Kim Dunbar, HRCS
Willard Walker, HRCS
Jackson Mills, Budget
Desiree Kirkland, Finance Director
Michael Lynn
Nicholas Zande
Erika Lynn

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Minutes

MOTION BY COUNCIL MEMBER SPADAFORÉ TO APPROVE THE MINUTES FROM THE APRIL 24, 2023 AS PRESENTED. MOTION CARRIED 7-0.

Public Comment

Mr. Lynn asked Council to ask the following questions to the City Attorney:

How are outside attorneys funded, if the answer is “pulled from other departments” where is the data on that, where does the funds come from for settlements and what is the total thus far, and if that is “pulled from other departments” where is that data, how are judgements paid, if paid by insurance and the deductible is large does it make it harder for the City to be insured, and where are those funds coming from and the data for that. Lastly, he asked why there was no mention of his verdict in the attorney budget information.

Mr. Zande asked about LPD spending and spoke in opposition to the amount spent in the LPD budget.

Ms. Lynn asked the Council ask what funds the City are using when cases go to court, and is there any thought process to risk first reward. She also asked where the funds are being pulled from. Then she asked about the implications of the budget and provided questions for departments such as what their rationale is, how does it align with strategic goals and objectives, ask them for any major risks associated with the proposed budgets, how will the department measure and impacts, and how will the department ensure transparency in the budget and the actuals.

Presentations

Department Budget Presentations

Council President Wood referenced the seven (7) question document in the folder and asked each department to address those and any separate reports should be submitted to Council but not for discussion tonight.

Lansing Police Department

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

Chief Sosebee explained that the FY 23 budget was \$54 million which is a 5.4% increase.

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

Chief Sosebee confirmed there are no new changes in services.

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

Chief Sosebee confirmed there are no changes at this time.

Are there any major equipment purchases proposed in your budget?

Chief Sosebee confirmed there are not proposed changes at this time.

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

Chief Sosebee confirmed they do not have changes.

Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.

Chief Sosebee confirmed they received funds and it was spend for record digitization process, technology for training laptops, public safety barriers, and a new record management system.

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Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

Chief Sosebee confirmed, yes they will carry forward for the digitization which will need funds due to a timeline to complete the project rolling into the next fiscal year.

Ms. Linden asked if the LPD has any plans for where the OPIOD settlement funds will be used. Chief stated they hope to use for the social workers.

Ms. Linden noted a decrease in the Tri- County Metro fund. Ms. Rupprecht confirmed she spoke to the finance department and confirmed that as well and she also wants to know the financial obligations. Ms. Linden stated she could follow up with LPD and Finance. Council President Wood asked Ms. Kirkland if she could provide information on that question, and Ms. Kirkland stated she could not speak to that at this time.

Council Member Jackson asked about the drug forfeiture revenues and how they are collected and enforced, noting that in the Tri County Metro and in Federal Drug Enf. Rev. fund, the actuals in previous years were lower and they are proposing higher. Chief Sosebee stated it is a projected number, and regarding more enforcement to reach the number, that is not true. Council Member Jackson referred to page 72, which had the difference in FY22 actual, FY 23 adopted and FY 24 proposed. Mr. Rupprecht stated the proposal reflects expenditures not the income. She added, that this is another case where she had questions with Finance that they were no able to verify. Regarding Tri County Metro specifically, they agreed to cover the amount and that is why they asked for that amount. In previous years, those revenues only generated \$8,000. Council Member Jackson voiced his concern there will be more enforcement required to meet the projected amount and asked the Chief how he is addressing that.

Council Member Brown stepped away from the meeting at 5:47 p.m.

Chief Sosebee assured the Council that his stance is that there is an appeal process for every forfeiture per prosecutor's office. If the seizure is not appropriate the funds will be returned. Council Member Jackson noted that he believed the appeal process is very burdensome and encouraged LPD to provide more education on the appeal process.

Council Member Brown returned to the meeting at 5:48 p.m.

Chief Sosebee reiterated that the appeal process is handled by the County and not the City procedure, but they also do provide information at the time of seizure on who, what, where, and how.

Council Member Garza asked for confirmation that the OPIOD funds will be used for the social workers, and the Chief confirmed.

Council Member Spitzley asked for an update on hiring of the CPO and an update on the Code Case Unit. Chief Sosebee confirmed that hiring in CPO is a priority, and comes down to being able to staff. He is currently holding up some assignments and promotions with a priority to fill the CPO. They want to make sure there are road officers before special assignments for CPO. For the Cold Case Unit he thoroughly understands the restraints, have not asked for more funds, but are attempting to get funds via grants. Council Member Spitzley

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encouraged them to have CPO filled with summer coming up so they can have interaction with the public.

Council Member Kost asked how many CPO officers there are and Chief Sosebee confirmed 8 of the 12 positions are filled. Council Member Kost then asked if there was a shortage of road officers because he had a concern with speeding in the corridors. Chief Sosebee stated they have 187 sworn officers, 25 less than funded. Patrol is priority and that is why holding off on special assignments and promotions, they do not want to take away patrol function. Council Member Kost asked if they have federal funds for traffic and speed checking. Ms. Rupprecht confirmed they do not but they did receive extended efforts through OSP grant, and they have 6 overtime effort that grants support.

Council Member Jackson how the vacancies effect the budget, and what action would prevent they from converting positions. Chief Sosebee stated they take seriously what they believe they need to staff a city this size. They are funded for 212, and have 187, and agreed he does not believe we are where we need to be to adequately police the city. Opinion on allocation of resources for social worker, and have funded from 1 to 2, and there is a 3rd coming in. Ms. Rupprecht stated they submitted 32 vacancies in budget, with recent recruit efforts they are hoping to put 30 candidates into the academy. It was noted that they believe there is no reallocation from one position to another because it does not solve staffing issues, does not speak to the cost of overtime, because until filling all positions does not eliminate overtime. Chief Sosebee added that overtime covers sickness and mental health. They have been filling positions as they can, and if they had enough qualified and an enough interest, there are only so many things to move out of law enforcement and still keep the trust.

Council President Wood asked how many officers are slated for retirement or potential. Chief Sosebee confirmed 10. Council President Wood then asked if the LPD has considered the \$5,000 signing bonus option the LFD is doing. Chief Sosebee stated by working with HR they are not doing the signing bonus but have developed a system to increase the starting pay at a higher rate to draw from other departments, and can offer them a step increase above what a normal recruit would get. Council President Wood asked if they were front loading and the Chief confirmed they are still utilizing and a goal of theirs. Council President Wood asked if they notice any trends where officers coming in, going through basics, then being enticed to other municipalities. Chief Sosebee confirmed they do not face that, but when put people in academy they do not see a trend with people going somewhere else. If they do leave, it is not that there is something wrong, but it could be a family move, distance from the home, etc. Council President Wood asked if there are any comments made during retirement exit interviews that he finds interesting in retention and the Chief confirmed they are usually not negative, but provide the department with what they can do better. Council President Wood asked for the time factor when an officer is a recruit, through the academy before they are on their own, vs. coming in already trained from another municipality. Chief Sosebee explained there is 4 months in the academy, and then a field training program, which can take a year before they are solo. If someone comes in from Ingham county area it is faster, 3-4 months, but if other areas it could take longer.

Downtown Lansing, LLC

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

Ms. Edgerly said over the last years it has been 600-700, 000, but over last year there were one tiem subsidy. The proposed is over 4.4 million, but anticipate over next two years, back to more traditional.

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Are there any changes in services that your department is responsible for and if so why?
Ms. Edgerly explained between the current year and the proposed, there are no changes, however they did have changes in the current year due to State funding.

Are there any rate or fee increases and if so why?
Ms. Edgerly confirmed no changes.

Are there any major equipment purchases proposed in your budget?
Ms. Edgerly confirmed no changes.

Are there any eliminating, combining or contracting of positions in your budget, and if so provide specifics.
Ms. Edgerly confirmed no changes.

Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.
Ms. Edgerly acknowledged they did get an ARPA allocation, and it was allocated to Old Town and the balance was used for small business report grants.

Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds
Ms. Edgerly stated there may be some carry forward, but looking at sustainability meeting with administration and assessor, so at this time they have not made any changes. They also intend to pursue state funding as possibility to ensure the liability.

Ms. Linden asked for an over view on the \$4.2 million in grant money went to; specific one time vs. sustainable. Ms. Edgerly explained that the state funding was specific line items on economic develop under COVID. This included small business grants, space improvements, supplies, marketing, and increase capacity to cover the programs.

Council Member Spitzley asked for an updated on the housing study that was done for the needs of downtown. Ms. Edgerly confirmed they are in the final stages of that market analysis, which should be completed by the end of this FY. Regarding the vacancy rate, the first floor went up to 40% occupancy, and over the last year, as of April it is 20% over the last year. The 2nd floor and above continues to be volatile. They are around 30% but are aware of leases coming up that will not be renewed.

Council Member Jackson referenced page 81 of the budget and asked if they have any efforts planned to address the lower income households. Ms. Edgerly stated they are known as an event agency, and they are looking to turn it into a 24/7 support area. In the grants there are points in scoring to reach to the medium income.

Council Member Kost if they have put in place a plan for downtown with the State properties probably never coming back into the office. Ms. Edgerly said they look at those who want to be here and build a downtown around those. They look to bring in different businesses with different hours of operation and have a market analysis currently working on that will provide data to support that. Council Member Kost asked about the grant for \$4.2 million from MEDC, asked why this year they have \$85,000 from the general fund when they have funds. Ms. Edgerly explained it is a standard operating transfer with the City and the Principal Shopping

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District. The State funding has to go to certain groups, the operating fund goes towards snow removal, salting, plantings and daily operating. Council Member Kost asked why the promotions account went up \$24,000. Ms. Edgerly explained they have promoting programs for small business grants, information on real estate options, activities, website, marketing events and the increase of costs for their outdoor spaces. Council Member Kost asked if any business has extended their hours. Ms. Edgerly admitted the perception is that everything closes at 5 pm, so they are seeing businesses choosing new hours and other days. Change is slow but seeing definite positive.

Council President Wood noted the earlier statement of no staffing changed, but page 78 of the budget it says salaries went from \$195,000 to \$411,000. Ms. Edgerly was not sure but explained that \$394,000 was administration but they are not eliminating or contracting, but will add a part time office manager and part of that is covered by a grant.

Ms. Linden was asked to follow up on the discrepancies.

Assessing

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

Ms. Frischman confirmed the budget is up less than 1%.

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

Ms. Frischman stated there are no changes.

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

Ms. Frischman stated there are no changes.

Are there any major equipment purchases proposed in your budget?

Ms. Frischman stated there are no changes.

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

Ms. Frischman stated there are no changes.

Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.

Ms. Frischman confirmed they did not receive any ARPA funds.

Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

Ms. Frischman reiterated since they did not get ARPA funds there are no funds to carry forward.

Ms. Linden had no questions at this time.

Council Member Spitzley referenced page 88 of 169 of the budget which reflected a 70% change from adopted budget. Ms. Linden explained that finance provided updated budget pages and those reflect the comparison based on the "projected".

Council Member Spadafore asked if it reflects vacancies, and Ms. Frischman confirmed she has vacancies and the proposed does assume the vacancies and filled positions.

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Council President Wood asked about property assessments with homestead and non-homestead verification. Ms. Frischman confirmed they do have an evaluation process working with other communities scrutinizing to make sure they are not claiming anywhere else. They do quite a few denials, and the State also audits those exemptions as well. The State will be doing quite a few audits this year. Council Member Wood asked for Ms. Frischman opinion on the BS&A program. Ms. Frischman spoke in support of the program that allows her office to download building permits from that program to their program, along with a seamless connection with the tax program. Council President Wood asked if there was more than one person in her department that was familiar with BS&A. Ms. Frischman confirmed everyone is to some degree. Council President Wood asked about the non-profit examinations. Ms. Frischman acknowledged that some fell off during COVID, but it is assessing's responsibility to audit existing exemptions to make sure they are occupying for the purpose they are approved for.

Council President Wood asked where things stand with the tax tribunal, and Ms. Frischman informed Council that there are few appeals, no large ones and a total of 5 unresolved.

LEPFA

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

Mr. Keith provided a brief overview of the three areas in LEPFA; Jackson Field Stadium, Groesbeck Golf Course and the Lansing Center. Groesbeck leveled off from their high year of 2021, with the operating flat from the previous year, but they are expecting increases in expenses due to fuel, labor and material, but they intend to offset with areas of golf-use events. The stadium has returned to pre pandemic use, and they continue to work on non-baseball options. The stadium is operating flat and they continue to work with the City and the new MLB standards by FY 2025. The Lansing Center had a jump in events in 2023, and they are meeting and exceeding expectations and maintaining the facility. There continues to be a struggle across all areas with recruiting staffing levels, they need upgrades to be more attractive. Overall the Lansing Center budget is down 5%, and LEPFA overall decreased 3.3%.

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

Mr. Keith stated there are no service changes.

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

Mr. Keith clarified they do operate differently from the City, and did make changes to fees based on the market demand and industry standards, and food prices change regularly.

Are there any major equipment purchases proposed in your budget?

Mr. Keith stated they are changes with the sky bridge and river trail improvements. They did get a grant to make improvements for the balcony to the Lansing Center and they have done some HVAC repairs at Jackson Field.

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

Mr. Keith admitted they continue to review staff needs based on structure. They are currently contracting the finance positions and the finance director needs to hire.

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Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.

Mr. Keith confirmed they did receive ARPA funds that were used for lost reserves and account for the improvements they are working on. This included the domestic water line replacement that was 33 years old, HVAC repairs, and the change out of the steam line with LBWL.

Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

Mr. Keith confirmed they will carry forward funds for further improvements.

Ms. Wright and the new Finance Director were introduced.

Ms. Linden noted that the subsidy went down, but that does not include the golf subsidy, and asked for clarification. Mr. Keith acknowledged that the golf stayed same, the went stadium up \$5,000 and the Lansing Center went down. Ms. Linden noted that it was an \$100,000 overall change but that did not include subsidy number. She then asked if LEPFA was doing anything to reduce the City subsidy dependency. Mr. Keith explained that the MLB/Lugnuts has a lease with the City and based on that lease, so they would have to negotiate the lease different to make the city operation cost. The utilities is a 50/50 split. Ms. Linden asked if they have considered increasing revenues to lower the City subsidy. Mr. Keith responded that they always look at options to drive revenue. Ms. Linden asked about the large jump from page 101 under "Other" where it went from \$6,000 to \$60,000. Mr. Keith could not provide an explanation at this time, but could provide details on what that amount entails. Ms. Linden then pointed Mr. Keith to the marketing increase by 215%. Mr. Keith stated there are two (2) projects in there; one was branding that was started pre-COVID and the other is to update the 14 year old Lansing Center website. Ms. Linden asked for clarification on why Jackson Field is considered a "special" instead of a debt service.

Council Member Kost asked about the carry forward funds for Groesbeck. Mr. Keith stated they were at \$96,000 last year and still at \$96,000, and the funds are used for carts and maintenance, and as part of the master plan they are working with the parks director to look at course improvements. They know they cannot close the gap, but changes they could consider would be for food and beverage, and improve the revenue. Council Member Kost asked if they have plans to reduce the subsidy for LEPFA. Mr. Keith explained that there is a hotel tax that the City does not get for the Lansing Center and have been asking for it for 6-7 years, which does go to other facilities similar to this.

Council President Wood asked about the Intergovernmental \$300,000 from 2022 and asked what that was. Mr. Keith stated it was a grant from MEDC and spread out over only 2 years. Council President Wood asked about the building rental increase, and Mr. Keith confirmed the usage is up 20-30%, and rental figures up effective July 1. Council President Wood asked how much the Groesbeck master plan was going to cost, and if they have spoken to the County Drain Commissioner since that is part of Groesbeck also. Mr. Keith stated their first meeting on the master plan was on the cart barn, irrigation, and addressing the hydraulics that were dated 1977. They are not far enough into the process to find cost and priorities. He did confirm they have regular conversations with Julie Pingston with Ingham County and the county commissioners. Council President Wood asked them to work with the County the same way the City did for the Potter Park Zoo.

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LEDC

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

Mr. Dorshimer confirmed there was very little, if any, functional changes and their annual contract with the City is \$300,000 annual funding for façade and \$175,000 which is pass through funds.

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

Mr. Dorshimer stated their services have changed because they currently provide base level economic service, and because of ARPA funds they can ramp up services. They have broken them down into four: LEED Program at \$2 million, façade improvements at \$175,000 for targeted façade; corridor improvements (4) each at \$100,000 and \$100,000 for the EDC transition costs.

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

Mr. Dorshimer stated they will have no fee increases.

Are there any major equipment purchases proposed in your budget?

Mr. Dorshimer explained their equipment purchases are due to moving into a long term location and the budget anticipates a one time use of \$60,000-70,000 for furniture and office equipment.

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

Mr. Dorshimer briefly stated they anticipated 6-7 employees and currently have 5, and will add one more, and then a temp who will be a fellow.

Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.

Mr. Dorshimer confirmed they had \$2.675 million in ARPA that was allocated in the current FY 2023 and will continue through a multi-year program through 12/31/2025.

Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

Mr. Dorshimer reiterated it will carry forward over the 2 year period and will be used mostly for programming and grants and not hiring staff, so anticipate funds will be used then the budget will go back.

Ms. Linden asked how long they plan on collecting tax from the plans. Mr. Klein stated they are 15 year plans, both 2019 plans. Currently programming those out in development and finance plans. Through the process it could take a couple years to build up revenue. Ms. Linden noted the large increase in operational, and asked if it is one time, which Mr. Dorshimer confirmed it was, and due to the transition. Ms. Linden asked how they finalize the Brownfield/TIFA captures. Mr. Klein responded that it is currently a projected amount and they will not know until taxes are paid and the final values come in.

Council Member Spitzley asked what grants fall under the \$2.6 million in ARPA.

Council Member Jackson stepped away from the meeting at 7:01 p.m.

Mr. Klein stated it is the One and All Program that they partner with LEAP based on businesses. Council Member Spitzley asked if the grants were for business attraction. Mr.

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Dorshimer stated the LEED program, which the MRJEA has a process for large participation, and within that is a sub group of economic development and employment, and in that there were objectives and issues. They put forth an initiative and provide technical assistance to those who want to start their own businesses.

Council Member Jackson returned to the meeting at 7:03 p.m.

The One and All Program is a region wide program and helps the under represented population start their own business. After they graduate from the program they get \$2,500 and then can apply for an additional grant of \$2,500. Council Member Spitzley asked for metrics on how these programs are being done, and how to get the message out to the community and target population they are seeking.

Council Member Kost asked why the Michigan Avenue Corridor Authority was meeting in REO Town, and Mr. Klein stated they are not, they are meeting in the Marshall Street Armory. Council Member Kost reflected on the \$365,752 end fund balance for the Michigan Avenue Corridor Authority and asked why those funds cannot be used for the deterioration in that corridor area. Mr. Klein state they have initiatives, developing a financial plan and programming out based on that plan. The 2000 block of Michigan Avenue does have a façade plan. Council Member Kost voiced his frustration on the plan, stating he did not think the 2000 block needed façade funds, and he wanted to see expenditures to stop deterioration of Michigan Avenue. He urged the corridor authority to invest in beautification. Mr. Dorshimer stated they can do \$100,000 from ARPA and regarding the new development along the Michigan Avenue corridor is bringing in revenue they just need to determine how to use it.

Council Member Garza asked if there were any incentives pertaining to south Lansing. Mr. Dorshimer assured Council Member Garza there are devoting efforts to south Lansing and have three (3) large projects underway; Pleasant Grove/Holmes, a brownfield development fund of a \$1 million loan; Logan Square conversations with a consultant to develop a plan along with LEDC and another project on Waverly Road. All programs in LEDC are available in Lansing. Council Member Garza asked about the Opportunity Zone, and Mr. Dorshimer explained that the opportunity zone is just one tool in their tool box, but it works best in areas where already rising property values

Council President Wood asked if there is information on Brownfields and the reimbursement for the work already done.

Council Member Garza stepped away from the meeting at 7:16 p.m.

She also asked for details on the number of jobs that were created. Mr. Dorshimer admitted they have struggled over the years on a reporting system to reflect the progression of the jobs, but they are clear in agreement on what to do and when, and the responsibility is on the developer to meet the reporting requirements or the brownfield can be revoked.

Council Member Garza returned to the meeting at 7:18 p.m.

They are looking at doing retention calls, but agreed again they can do better job to follow up on reporting and agreed there is room for improvement. Council President Wood asked for details on the City income taxes being paid. Mr. Dorshimer stated it is not their responsibility but they are working with the Treasurer. The treasurer could look to see how many taxes are coming from that employer.

Council Member Spadafore stepped away from the meeting at 7:23 p.m.

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City Attorney

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

Mr. Smiertka first stated there are two assistant attorney vacancies and subject to CBA. He wants to add another deputy attorney for economic development.

Council Member Spadafore returned to the meeting at 7:24 p.m.

He continued explaining that it is desirable to create a new position, and since the union will not let them reclassify, they are adding a new position.

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

Mr. Smiertka explained they plan to not changing services, but delegating one attorney for the litigation front.

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

Mr. Smiertka confirmed there are no changes.

Are there any major equipment purchases proposed in your budget?

Mr. Smiertka confirmed there are not planned purchases.

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

Mr. Smiertka stated when they fill the police legal advisor, that person will get full FOIA responsibility.

Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.

Mr. Smiertka confirmed they did not receive any ARPA funds.

Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

Mr. Smiertka confirmed that since they did not get funds their budget is no impacted by this.

Mr. Smiertka went onto respond to earlier questions by the public. The City is a member of the MMRMA (Michigan Municipal Risk Management) and their insurance is \$2 million with a \$1 million deductible. Every case into the City is worked on with the City and the MMRMA. When the City is sued, under conflict rules have to provide defense to officers, due to their CBA and outside counsel represents. Again he stated everything is done with MMRMA and they offer consultant services for investigations. This is all by statute.

Ms. Linden had no questions at this time.

Council Member Spitzley asked where the \$1 million deductible is funded from, and Mr. Smiertka responded that in 2003 Council adopted a resolution that allows the City to settle cases within the deductible amount and then report to the Committee on Ways and Means. The funds are spread out in judgements, legal fees among all departments.

Council Member Kost asked how much the City is spending on outside counsel, and Mr. Smiertka could not provide that at this time, but stated he would get that information to Council. Council President Wood recapped that in the past the OCA spent large amounts on outside counsel and used a third party to administer those invoices. She asked for the OCA to

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provide a comparison on what previously was spent and the current. Mr. Smiertka assured the Council that they are reducing litigation and he has assigned Ms. O'Boyle as the lead litigator.

Council President Wood noted that with the previous attorney, the third party would pay all invoices without being reviewed by the OCA. She asked if they are still following that practice and Mr. Smiertka assured Council that he reviews every bill and signs off every bill working with the attorney that did the litigation. Council President Wood asked for clarification on the funds referenced earlier that was spread out over the departments, and Mr. Smiertka confirmed it is the MMRMA and it is listed in all departments under Insurance and Bonds. The MMRMA does have a return on equity from that authority.

Council Member Jackson asked the practices they follow to determine if they should settle or pursue. Mr. Smiertka explained the appeal process, risk, mediation or motions to dismiss that all come into play to determine if they should settle. The MMRMA does not tell the City what to do, they are simply consultants, and there are not settlements without the OCA approval. Council Member Jackson asked for options to be provided to Council and Mr. Smiertka stated he would meet with Council Member Jackson anytime to entertain any discussion he wants to have on those options.

Council President Wood asked if there was the potential to raise the cost for what the City pays based on the number of lawsuits. Mr. Smiertka stated it should be a part of the assessment by the MMRMA on claims with return on equity. If council wants them to go to bid, but have not discussed that yet.

Meeting recessed at 7:37 p.m. and called back to order 7:44 p.m.

Human Relations and Community Services (HRCS)

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

Ms. Coleman Toni Young, Kim Dunbar, Joseph MacDonald introductions.

No difference, personnel increase of wages and fixed benefits.

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

Ms. Coleman stated there are no changes.

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

Ms. Coleman stated there are no changes.

Are there any major equipment purchases proposed in your budget?

Ms. Coleman stated there are no changes.

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

Ms. Coleman stated they have no new positions.

Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.

Ms. Coleman confirmed they did get \$400,000 for the Lansing School District graduation program which is a 2 year program under way.

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Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

Ms. Coleman confirmed that any unspent funds from the earlier stated ARPA funds will carry forward and have no impact on a budget after that.

Ms. Linden asked for details on the basic human services line item and racial justice and equity line item, needing information on what generates those.

Ms. DiSessa returned to the meeting at 7:48 p.m.

Ms. Coleman explained the item differences in community services.

Council Member Garza pointed to the 13.5% increase in personnel. Ms. Coleman stated those are wages and benefits as a result of the CBA and other costs calculated and provided to them by the Finance department. Council Member Garza asked for confirmation there are not staffing increases just pay raises, and Ms. Coleman confirmed.

Council Member Spitzley referred to page 152, and the operating 56.4% increase. It was confirmed this is similar to other departments where the difference was between actual, adopted and proposed budget. Council Member Spitzley asked for an explanation why the Police Commissioner Investigator is housed in HRCS and who does he report to. Ms. Coleman stated he reports to the Commission on complaints but is housed in her office for administrative purposes. Ms. Coleman was not able to provide the number of complaints. Council Member Spitzley asked if they audit all the programs regularly. Ms. Young explained they do a spot audit, but the agencies are also required to report quarterly to the contract managers, and they review reports and look at the program. Council Member Spitzley asked if they communicate via email or phone call. Ms. Coleman stated if they share and unsatisfactory quarterly report there is a corrective action. Ms. Young added that annually, before they issue contracts, they review all government documents such as financial statements and their financial audits. Council Member Spitzley asked when the City was on getting people from 2220 Holmes out of hotels into housing. Ms. Coleman explained they do not do the housing placement, but with red tags, and housing under distress, they can provide assistance, but no role in placing into homes. When they are in the hotels they work with Advent House on housing. Regarding the Holmes property, the owners (SIMTOB) agreed to take on hoteling, and they will transition. They will not transition them into a pink or red tagged property. Regarding Holmes specifically, Mr. Smiertka added that they have obtained a temporary restraining order, and extended by stipulation and in place. SIMTOB has to pay for hoteling of all the people once code compliance approval on the units, they can move back in. Council Member Spitzley asked if they will reimburse the City and Mr. Smiertka stated they have not had that discussion, but are working on settlement documents on all their properties.

Council Member Jackson asked where in the budget is the shelter costs, and if there is a guarantee for spots in the shelters. Ms. Coleman stated that prior to now the funds were to supplement a shelter agencies because they are at capacity. To make sure everyone has a safer place, have put them in a hotel until can get into shelter, so it is case by case. Council Member Jackson asked what they are doing with the dollars going toward capacity and how to build the capacity instead of overflow. Ms. Coleman stated they have a budget line item of \$103,000 called "warming center" which will help. Council Member Jackson asked for updates on creating funding because he would like to propose a budget amendment to assist.

Council Member Kost referred to the HRCS General Grant spreadsheet in the packet, noting groups such as CADL receiving the grants funds, when residents already pay for CADL in their property taxes. He asked how the groups are selected. Ms. Young stated it happens in

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an application process which is publicized for all to apply. Ms. Young went on to explain the process of forums, programs, applications, reporting, review by the HRCS Advisory Board with their recommendations going to the HRCS Director who then vets them to the Mayor, and then the HRCS Advisory Board sees the final awardees. The HRCS Advisory Board does review them per the ordinance. This year there were 87 applications and 76 were selected. Council Member Kost asked if the applications and accounting are public. Ms. Young confirmed it is provided by the applicant but not posted on the City website. The application and their budget is posted. Council Member Kost spoke on his frustration with what work he believes the HRCS department does. Ms. Coleman assured the Council they do more than phone calls, they follow up on all applications, do "hand holding" through all processes, coordinate housing, assist with paying utilities, provided needed furnishings, and connect the groups to the people who need assistance. Council Member Kost reiterated his thoughts that \$1.3 million active personnel that can be farmed out. Ms. Coleman invited Council Member Kost to the HRCS office to witness all the task they take on.

Council Member Garza asked why there was a 13.5% increased for staffing. Ms. Coleman stated they are hiring, but not new positions just filling the vacancies. The line item speaks to FTE and contracted employees. Ms. Dunbar added that the increases reflect the employees CBA increases and those numbers were provided by Finance so they cannot speak to it. Council Member Garza noted on the spreadsheet there were two grants issued to Holy Cross. Ms. Young stated one is their hoteling program, and most of their funds come from MSHDA, and then the City provides small amounts to supplement the program. The other one is the Holy Cross Shelter/emergency shelter and they get funds from an number of sources.

Council Member Garza asked when HRCS would be getting more involvement from Ingham County. Ms. Coleman admitted they have not approached the county. Over the last few years, HRCS was selected by MSHDA to be fiduciary for Ingham county for COVID assistance programs. With project given out \$63 million over Ingham county to help keep people in their homes. They do a lot of programming to work with the State collaboratively.

Council Member Brown asked if they are working with the county because the residents are Ingham County residents as well. Ms. Dunbar stated that funds have migrated now into housing stability services; fund case management and administering, since the actual funding which included the rental portion, has run out. They are currently waiting on the State to outline new initiatives. Council Member Brown asked if they received funds to supplement the operation of HRCS. Ms. Dunbar explained again that they receive funds from the State to fund Ingham, but there is no funding from Ingham county itself. Council Member Brown noted that Healing Hands is under investigation and lost their license, however HRCS has once again awarded them \$25,000. Ms. Young stated they review all documents before awarding money to ensure no issues but will look into this because it is the first they are hearing of it. Council Member Brown asked about good customer services with the agencies and if they provide a report on their goals. Ms. Young stated they have quarterly reporting and that can be provided to Council. Council Member Brown asked about auditing their services, and Ms. Coleman stated their approach is similar to HUD and the federal program. Regarding their customer services practices and audits, they do complete a survey at the end of the grant cycle, and HRCS has not gotten any complaints. Council Member Brown stated he has heard complaints and Ms. Coleman asked them to be referred directly to her. Council Member Brown asked for a matrix on the grant scoring tool, direct services and reporting. He then asked how many staff were in HRCS. Ms. Coleman explained there are 10 with 2 contractors, along with Willard Walker that reports to the Police Commission. Council Member Brown asked about the racial equity portion, and Ms. Coleman stated that is funded as a portion of the GF for HRCS to gather insight from the community, which is a separate project. Council Member Brown asked about grant options and was told the funds were approved for \$1.35

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with \$135,000 for racial equity to fund local projects. There is one agency that does the gathering, focus groups currently Ward 1 and 4 and upon completion they will come with recommendations that will need funds to carry out. They will then move to Ward 2 and 3, look at recommendations for a RFP.

The department was asked to get a breakdown of employees based on what finance provided to them, and Ms. Linden was asked to work with OCA on if grant contracts, once initiated are FOIAable.

Mr. MacDonald provided statistics on his role in HRCS and examples of what he has done recently. This included 63% of his job working with the poor or poverty and 53% working with burdened residents. Every call is a call in crisis and every day people contact them because they are in distress. Council Member Brown asked what percentage of the 63% poverty are also Ingham County residents. Mr. MacDonald stated they are all Lansing residents, but Council Member Brown asked again for Ingham county and the need for their assistance in these programs as well. Council Member Brown asked how many people he has served, and Mr. MacDonald stated he is averaging 1,100 contacts. Council Member Brown asked Ms. Linden to look into what services the agencies are getting paid for and a data base tracking.

Council Member Jackson stepped away from the meeting at 8:47 p.m.

Ms. Coleman stated people are not taking the grants because they were not getting paid in the past, and if there are applicants who have informed Council they are not applying because they have not gotten paid to make her aware. Council Members Spitzley and Brown both voiced concerns they have heard from small organizations where it takes 6-9 months to get paid, and they operate on a small margin. Ms. Coleman stated that contracts are completed September 30, then reports are due and paid in November. Then they have another report due in January and paid in February. If they do not complete the process they cannot get paid.

Council Member Jackson returned to the meeting at 8:50 p.m.

As of the time of this meeting, Ms. Coleman stated everyone has turned in everything.

Council Member Wood explained to Council that they could be referring to last year when the former Internal Auditor found agencies that were not getting paid. HRCS was asked to create policies to address this and there is now a new plan to address this.

Council Member Spitzley asked Ms. Linden to get the number of complaints that the police investigator is receiving, the turnaround times, and adjudicated.

City Council and Internal Auditor

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

Council President Wood explained the only changes in the Council budget is increases in salary which included due to the hiring of the new Internal Auditor and increases for Council staff since there have not received raises in those positions. Council Member Wood then informed the Committee that leadership next week will be asking for them to listen to proposed reductions in the Council budget by 10% in operating taking the budget down \$25,000.

Council Member Jackson asked the committee to consider looking at funds and spending for a two-way access for all meetings out of the Council budget. Council President Wood informed him that the next meeting is the Mayor and Media budget and he can speak to the Mayor at

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the time about that suggestion. She added that Council did receive a memo last week about options and that will be updated when the office gets updates from IT and City TV.

Other

Council President Wood reminded Council, department directors and the Administration that the annual budget meeting in the community is May 11, 2023 at 5:30 p.m. at Foster Community Center. Finance will do a brief presentation to the public and there will be public comment.

Council Member Spadafore reminded Council of his excused absence on May 8, 2023.

Council Member Spitzley stated she would be out of town for work on May 11, 2023 and asked to be excused.

Council Member Brown stated he would be out that week as well but could not provided the dates at this time.

Adjourn

The meeting adjourned at 9:00 p.m.

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

Budget Questions from Committee of the Whole 5.1.23

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

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

Consequently, to allow more time to review the responses by Council Members it is requested that you provide written responses by email for the following questions by **Wednesday, May 10th 2023**.

These responses will be provided to the Council Members for their review.

Police

- Does the Police Department have a plan for you're the Opioid settlement funds will be used?
- Can you explain the City's financial relationship and obligations to the Tri-County Metro task force?
 - Why did the expenditures for FY24 go down so significantly?
- How are drug forfeiture revenues collected and enforced?
 - Do you have to increase enforcement to reach the proposed budget number?
 - Why is there such a difference between FY22 actuals, FY23 adopted, and FY24 proposed in these funds?
- Can you provide an update on the hiring of the CPOs?
- Can you provide an update for on the Cold Case Unit?
 - Does this unit need additional funding?
- How many of the CPO positions are currently filled?
- How short is LPD on staff for road patrol?
- Did we receive any federal money for speed/traffic control?
- How do the vacancies affect the overall police budget?
 - Specifically with overtime hours
 - Are we able to reallocate money from the funded positions that are vacant?
- How many Police Officers are potentially going to retire this year?
- Are there any signing bonuses with the Police Department?
- Is frontloading still something the Police Department continues to work on?
- Are you noticing any trends where Officers come to LPD to get through their basic training and then are co-opted by other Police Departments?
- What are some of the comments you hear from Officers that are retiring?
- How long does it take a recruit to become a full Officer on their own?
- How long does it take an Officer from a different department to be on their own?
- Can you explain what the Police Commission Investigator does?
 - Do you have any metrics?
 - How many complaints have been received, how long is the turnaround time, and how many have been resolved?

Downtown Lansing Inc. (DLI)

- Can you give a high-level overview of what the 4.2M grant money from the MEDC went towards?
 - Specifically one-time expenditures vs. sustainable programs
- Can you share the results of the study for housing needs in the Downtown?
- What is the vacancy percentage for Downtown?
- Are there special efforts to focus on lower income Downtown residents?
- Is there a plan for Downtown Lansing with the reality that State employees are not returning?
- Why is DLI getting money from the City's General Fund in FY24?
- What does the promotion line-item cover?
- Have any businesses extended their hours past 5pm?
- Can you explain the large jump in salaries from FY23 to FY24?
 - \$195,000 in FY23 to \$411,519 in FY24.

Assessing

- How is the Assessing Office checking on Homestead vs. Non-Homestead properties?
- What are your thoughts on BS&A?
 - Do you have more than one person in the office who is familiar with BS&A?
- Can you provide an update on the nonprofit examinations you've been doing?
 - How do you make sure they qualify?
- Can you provide an update on the tax tribunal?

Lansing Entertainment & Public Facilities Authority (LEPFA)

- Is LEPFA doing anything to reduce their dependency on the City's subsidy?
 - Are you doing anything to increase revenues?
- Can you describe what is in the "other" category in the Lansing Center's budget?
- Can you explain the rationale behind the marketing budget for the Lansing Center?
- When are improvements happening to the Golf Course?
- How long have you been asking for support for a tax or County support to reduce the dependency on the City subsidy?
- In FY22 actuals there is an intergovernmental line item for \$300,000 – what was that for?
- There is an increase in projected revenue for building rental – is that due to an anticipated increase or due to an increase in the cost you're charging?
- How much will the Groesbeck master plan cost?
 - Have there been any discussions with the Drain Commissioner about it?
- Is there any discussion about creating an authority that would fall under the office of the hotel tax?
 - Where are you in conversations with Ingham County?

Lansing Economic Development Corporation (LEDC)

- When will the SSCIA and MACIA begin spending operating expenditures?
- Can you explain the large increase in operational equipment and services?

- What type of grants are you using the ARPA money for?
- What is the LEDC doing to improve the Michigan Avenue corridor?
- What projects or plans do you have for South Lansing?
 - Is the LEDC doing anything by Edgewood in South Lansing?
- What is the LEDC doing to follow up with those receiving Brownfields to make sure job creation is happening?
 - How is the LEDC monitoring these metrics?
 - How are we following up to make sure income taxes are being paid?

Office of the City Attorney

- Where does the money come from for fines under \$1 million?
- How much are we spending on outside council per year?
 - Can you compare this number to what was previously being spent on outside council?
- Do we still have a third-party group responsible for automatically paying for attorney fees?
- How are legal fees spread throughout departments?
- How do you decide what is in the best interest of the City when it comes to settling versus pursuing cases?
- Is there potential for our insurance to be raised based on the number of lawsuits?
- Are contracts and reports for HRCS grants FOIAable?

Human Relations and Community Services

- Can you provide the calculations or rationale used to generate the addressing racial justice and equity and basic human services allocations/amounts?
- Can you explain the increase in personnel costs for the department?
 - Please provide a cost breakdown by employee
- Please provide an organizational chart for HRCS.
- Can you explain what the Police Commission Investigator does?
 - Do you have any metrics?
 - How many complaints have been received, how long is the turnaround time, and how many have been resolved?
 - Can you explain who she reports to?
 - Why is she in your office?
- How do you audit the programs that receive funding through HRCS?
 - How do you determine if organizations that receive funding are meeting requirements?
 - Is there a process to deal with organizations that are underperforming?
- Where are we in getting people from 2222 Holmes Road out of hotels and into housing?
- Where in the budget is money for sheltering people?
 - What can we do to build sheltering capacity?
- How does HRCS select the groups that receive funding?
- Are the applications and reporting organizations submit for grants public?
- Can you please provide a full breakdown of personnel including vacancies?
 - Which position was added for FY24?
- What is the difference between the two Holy Cross line items receiving funding?

- What is HRCS doing to get Ingham County more involved in your efforts?
 - Are you working collaboratively with the County to provide services?
 - Does Ingham County provide any funding to HRCS?
- Are the CERA funds over?
- What is the status of the Healing Hands Care Center?
- How are you determining if there is good customer service with this organizations?
 - Is there information on what outcomes organizations achieved?
- Is there anything in the scoring system for agencies to ensure that applicants are doing a good job in the field?
- Is there a HRCS annual report that includes metrics?
- How many staff does HRCS currently has?
- How many contractors are in HRCS and what are they for?
- What is the allocation for addressing racial justice and equity going towards?
- Are you seeking out grants for additional funding?
- What percentage of those reaching out to the Housing Ombudsman for assistance live in Ingham County?
- How much rental assistance has the Housing Ombudsman/HRCS provided?
- How many people has the Housing Ombudsman served?
 - What services have been provided?
- Are there any agencies that are receiving late payments?

Response to Council Questions

Assessing

- How is the Assessing Office checking on Homestead vs. Non-Homestead properties?
 - We scrutinize questionable affidavits that are submitted. (For example, they indicate that they have claimed another one somewhere else, etc.) We follow up when we have returned mail from a residence that has an exemption on it. We send inquiry letters and may deny the exemption. We probably deny about 50? Every year.

It is important to know that we do NOT have a formal audit program of Principal Residence Exemptions because the State has an audit program. It is state millage (money), we only collect it for them.
- What are your thoughts on BS&A?
 - We like the program, their support is wonderful. It integrates with Building and Tax programs. We upload permits from Building, they download our owner information. All of the owner information as well as taxable values are uploaded by Tax to create bills.
 - Do you have more than one person in the office who is familiar with BS&A?
 - I'm not sure how to answer this question. We are all familiar with it, just at different levels, depending on our job duties. I had someone from BSA come in for group training last fall, the program is always evolving and is always capable of newer, more efficient tasks.
- Can you provide an update on the nonprofit examinations you've been doing?
 - How do you make sure they qualify?
 - I can provide our policy as well as the application for review, if desired. Property Tax exemptions are allowed by MCL 211.7 and there are several sections that allow for exemption. The basic requirement is that the exempt entity, once approved, **must own and occupy the property for the exempt purpose that they were approved for.**
- Can you provide an update on the tax tribunal?
 - There are 7 open cases with about 2 million in contention in the Full Tribunal. This is less than 1/10 of a percent of total taxable value. (Total taxable value is about 2.8 billion.)

Sharon Frischman

City Assessor



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: April 27th, 2023

To: Lansing City Council

From: Emily Linden, Internal Auditor

Re: Committee of the Whole – May 1st, 2023

Subject: Mayor's Proposed Budget FY24: Police, Downtown Lansing, Inc., Assessing, LEPFA, LEDC, Office of the City Attorney, Human Relations & Community Services, and City Council & Internal Auditor

Note: The updated materials from the Finance Department show percentage increases from FY23 PROJECTED to FY24 proposed. The numbers below reflect percentage changes from FY23 ADOPTED to FY24 proposed.

Police Department

Department Summary

The total proposed Police Department budget is \$54,893,595 which is 4.6% increase from FY23. Broken down this is:

- \$54,466,595 in the General Fund budget
- \$427,000 in Drug Forfeiture Funds' budgets

The Police Department added 4 positions, increasing from 254 full-time employees to 258.

Other notes:

- \$3,827,250 of the Lansing Police Department is funded by a voter-approved 1.5 mill property tax millage.

Police Department – General Fund

The total proposed General Fund budget for the Police Department is \$54,466,595, which is a 5.6% increase from FY23. This includes a 5.6% increase to expenditures and a 5.6% increase to personnel.

Other notes:

- New line items were added for vest premiums.

Drug Enforcement Special Revenue Funds

Drug forfeiture revenues vary widely from year to year due to the timing of case settlements and awards. Projected expenditure budgets broken out below:

- Federal Drug Enforcement Special Revenue Fund: \$186,000
- State/Local Drug Enforcement Special Revenue Fund: \$0
- Tri-County Metro Drug Enforcement Special Revenue Fund: \$241,000

Downtown Lansing, Inc. (DLI)

The proposed DLI expenditure budget for FY24 is \$4,405,087 which is a \$514.4% increase in expenditures from FY23.

- The large increase comes from DLI receiving and spending \$4.2 million in grant money.

Assessing

The total proposed Assessing budget for FY24 is \$1,987,550 which is a 0.9% increase from FY23. This includes a 1% increase in personnel costs and a -0.3% decrease in operating expenditures. There were no significant changes to Assessing's operational budget.

LEPFA

The City of Lansing's total LEPFA subsidy is budgeted for \$1,909,936 for FY24.

Note: If you add the budgeted subsidies for the individual properties together below the total is \$2,006,319.

Lansing Center – LEPFA

The Lansing Center's projecting \$5,773,692 in operating revenue which is a 22.8% increase from FY23. They are also projecting \$7,854,167 in expenditures which is a 21.2% increase from FY23.

- The Lansing Center is projecting \$2,080,475 in non-operating revenue.
 - This includes \$1,297,555 from the City of Lansing's subsidy.

Jackson Field – LEPFA

Jackson Field is projecting \$612,381 in expenditures which is a 1.1% increase from FY23.

- Jackson Field is projecting \$612,381 in non-operating revenue from the City of Lansing's subsidy.

Groesbeck Golf Course – LEPFA

Groesbeck Golf Course is projecting \$793,453 in revenue with is a 3% increase from FY23. They are also projecting \$889,836 in expenditures which is a 2.7% increase from FY23.

- Groesbeck Golf Course is projecting \$96,383 in non-operating revenue from the City of Lansing's subsidy.

Lansing Economic Development Corporation (LEDC)

Department Summary:

The total proposed LEDC budget projects \$1,215,260 in expenditures and \$1,215,260 in revenue. This is a 2.5% decrease from FY23 in both expenditures and revenues. This includes an 11.7% increase in personnel and 358.7% increase in operational equipment and services.

Other notes:

- The LEDC came in-house for the City in FY23. It was previously part of the Lansing Economic Area Partnership (LEAP).
- The City of Lansing is paying a \$300,000 annual contract to the LEDC.
- The affiliated agency budgets under the LEDC are:
 - Lansing Brownfield Redevelopment Authority
 - Tax Increment Financing Authority
 - Michigan Avenue Corridor Improvement Authority
 - Saginaw Street Corridor Improvement Authority
 - South MLK Corridor Improvement Authority

Lansing Brownfield Redevelopment Authority – LEDC

The Lansing Brownfield Redevelopment Authority is projecting \$8,731,726 in both expenditures and revenues. This is a 14.9% increase from FY23.

Tax Increment Financing Authority – LEDC

The Tax Increment Financing Authority is projecting \$4,930,797 in revenues \$2,760,825 in expenditures. This is a 25.3% increase in revenues and a 4% increase in expenditures.

Other notes:

- The Tax Increment Financing Authority is projecting to add \$2,169,972 to its fund balance, making the FY24 projected unrestricted fund balance \$10,103,695. This is a 26.2% increase from FY23.

Michigan Avenue Corridor Improvement Authority – LEDC

The Michigan Avenue Corridor Improvement Authority is projecting \$151,173 in revenues and nothing in expenditures. This is a 21.3% increase in revenues from FY23.

Other notes:

- The Michigan Avenue Corridor Improvement Authority is projecting to add \$151,173 to its fund balance, making the FY24 projected fund balance \$365,751. This is a 70.5% increase from FY23.

Saginaw Street Corridor Improvement Authority – LEDC

The Saginaw Street Corridor Improvement Authority is projecting \$53,470 in revenues and nothing in expenditures.

- The Saginaw Street Corridor Improvement Authority is projecting to add \$53,470 to its fund balance. This is a 191.6% increase from FY23.

South MLK Corridor Improvement Authority – LEDC

The South MLK Corridor Improvement Authority is projecting \$12,692 in revenue and nothing in expenditures.

Other notes:

- This is a new Corridor Improvement Authority for FY24.

Office of the City Attorney

The overall projected budget for the Office of the City Attorney for FY24 is \$2,640,175. This is a 4.8% increase. This includes a 6.9% increase to the personnel budget and a -10.7% decrease to the operating budget.

Other notes:

- The decrease in the operating budget is due to a lower IT allocation.

Human Relations and Community Services (HRCS)

The HRCS budget is \$2,070,276, which is a 36.4% increase from FY23 mostly due to a 37.5% increase in personnel costs and a 56.4% increase in department operations costs. The Basic Human Services budget decreased -13.9% from \$2,249,949 in FY23 to \$1,930,493 in FY24. HRCS added a position, increasing to 11 full-time employees from 10 in FY23.

City Council and Internal Auditor

City Council

The overall projected City Council budget for FY24 is \$726,651 which is a 9.1% increase from FY23. This includes a 14.2% increase to a personnel budget and a -0.4% decrease to the operating budget.

Other notes:

- Includes new Councilmember Kost.
- Increases in salary for two staff members.

Internal Auditor

The projected overall Internal Audit budget for FY24 is \$231,514 which is an 11.4% increase from FY23. This includes a 12% increase to personnel and an 11.4% increase to the operating budget.

Other notes:

- The increase in personnel is due to fully funding the position for a permanent hire. It has been a contract position in the past.



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: April 20th, 2023
To: Lansing City Council
From: Emily Linden, Internal Auditor
Re: Committee of the Whole – April 24th, 2023
Subject: Mayor's Proposed Budget FY24: District Court, Neighborhoods, Arts, & Citizens Engagement, Human Resources, Public Service, Parks & Recreation

District Court

The total proposed District Court budget is \$6,286,997 which is a 5.1% increase from the FY23 budget. District Court/Probation staff removed two positions, moving from 45 full-time employees to 43. There was a 5.4% increase to the personnel budget and a 3.7% increase to the operating budget. No significant operational changes were budgeted directly in the 54-A District Court budget for FY 2024.

Other notes:

- IT charge increased 6.6%, from \$410,207 to \$437,115.

Neighborhoods, Arts, & Citizens Engagement (NACE)

The total proposed NACE budget includes NACE's General Fund budget as well the City 311 Internal Service Fund budget for a total of \$2,395,982. Broken out separately below:

- NACE General Fund budget: \$1,556,407
- City 311 Internal Service Fund: \$839,575

NACE General Fund Budget:

There is a 28.9% increase to the personnel budget and a 17.3% increase to the operating budget. Almost all the increase in the operating budget comes from an increase in the IT allocation. There was no change to the number of full-time employees.

City 311 Internal Service Fund:

There is a -20.1% decrease to the personnel budget and a -0.9% decrease to the operating budget. There was no change to the number of full-time employees.

Other notes:

- Startup costs for the City 311 service were funded through the sale of the Townsend Ramp.
- Beginning in FY 2023, departmental operations will be fully supported through charges to public facing departments that currently or are planning to benefit from the service.

Human Resources (HR)

The total proposed HR budget is \$3,099,565 which is 13.8% increase from the FY23 budget. HR added one short-term position (see below), moving from 14 full-time employees to 15 for FY24. There was a 22.3% increase to the personnel budget and a 1.5% increase to the operating budget.

Other notes:

- HR will be adding a front-loaded Retirement employee which will be eliminated once the current FTE retires.

Public Service

Department Summary:

The total proposed Public Service department budget is \$114,092,979 which is a 7.5% increase from FY23. Public Service removed one position, moving from 227 full-time employees to 226.

Public Service CIPs:

- Sidewalks and Roads
 - \$425,000 – General Fund/CIP Fund
 - \$4,150,000 – Major Streets Fund
 - \$6,475,000 – Local Streets Fund
- Sewer Systems
 - \$3,460,945 – General Fund/CIP Fund
 - \$12,631,000 – Sewer Fund
- Fleet Services
 - \$570,000 – Sewer Fund
 - \$4,639,000 – Fleet Fund
 - \$1,950,000 – Refuse/Recycling Fund

Public Service – General Fund:

Public Service proposed General Fund budget is \$13,387,989 which is a 6.5% increase from FY23. This includes a 21.3% to personnel charges and a 1.8% increase to operating expenditures. There are no significant operational changes besides increases to fleet, IT, and City 311 allocations.

Major Streets Special Revenue Fund:

The Major Streets Special Revenue Fund proposed budget is \$15,798,118 which is a 4.2% increase from FY23. This includes a -5% decrease to personnel charges and a -2% decrease to operating expenditures. The bulk of the increase comes from a 30.4% increase in the transfer to local streets fund.

Other notes:

- Public Service is reducing budgeted expenses for equipment, repairs, material costs, and engineering costs.

Local Streets Special Revenue Fund:

The Local Streets Special Revenue Fund proposed budget is \$13,334,693 which is a 23.7% increase from FY23. This is due to a 69.5% increase in Capital expenses to \$6,475,000 from \$3,820,000. This budget also includes a -8.1% decrease to personnel charges and a 5.3% increase to operating expenditures.

Other notes:

- Public Service is reducing budgeted expenses for engineering costs.
- Fleet/Equipment charge increased 10%

Sanitary Sewer (Wastewater) Enterprise Fund:

The Wastewater Enterprise Fund proposed budget is \$45,327,792 which is a 1.8% increase from FY23. This includes an 8.4% increase to personnel charges, an 18.8% increase to operating expenditures, and a -12.4% decrease in Capital expenditures.

Other notes:

- There s a 27.6% increase to department operations including the following increases:
 - Utilities
 - Equipment rentals
 - Material costs
 - UAW seasonal employees

Trash Enterprise Fund:

The Trash Enterprise Fund proposed budget is \$4,688,674 which is a 71.3% increase from FY23. This budget includes a 28.9% increase to personnel costs, a 26.9% increase to operating costs, and a 325% increase in Capital expenses.

Other notes:

- Includes higher expenses for salaried, hourly employees, engineering, and fleet

Recycling Enterprise Fund:

The Recycling Enterprise Fund proposed budget is \$4,691,777 which is a -7.1% decrease from FY23. This is due to a -26.4% decrease in personnel and a -23% decrease in public service engineering expenditures. This budget also includes an 8.7% increase to operating expenditures.

Other notes:

- 8.9% increase to fleet charges
- 7.7% increase to department operations
-

Engineering Internal Service Fund

The Engineering Internal Service Fund proposed budget is \$4,638,907 which is a -9.9% decrease from FY23. This is due largely to a -62.7% decrease in the Information Technology charge and an -82.8% decrease to the 311 allocation. This budget also includes a 5.2% increase to personnel and a -47.8% decrease to the total operating budget.

Other notes:

- Department Operations increased by 36.2%
- \$75,000 added for contractual services

Fleet Internal Service Fund

The Fleet Internal Service Fund proposed budget is \$12,225,029 which is a 20.4% increase from FY23. That includes a 5.3% increase to personnel, a 12.5% increase to the operating budget, and a 54.1% increase to Capital expenditures.

- Includes increases to:
 - Equipment repairs
 - Maintenance
 - Vehicles

Parks and Recreation

Department Summary:

The total Parks and Recreation department proposed budget is \$12,313,635 which is a 0.6% increase from FY23. Parks and Recreation added two positions, increasing to 15 full-time employees from 13.

Parks and Recreation – General Fund

The Parks and Recreation General Fund proposed budget is \$9,335,125 which is a 0.5% decrease from FY23. This includes a -8% decrease in personnel costs and an 11.5% increase to operating expenditures.

Other notes:

- Increases to contractual services in forestry from \$10,000 in FY23 to \$40,000 in FY24.
- Increases in Grounds and Landscape Maintenance:
 - Contractual Services: \$365,000 in FY23 to \$460,000 in FY24.
 - Equipment rental: \$820,000 in FY23 to \$902,000 in FY24.

Municipal Cemeteries Enterprise Fund

The Municipal Cemeteries Enterprise Fund proposed budget is \$991,827 which is a 7.5% increase from FY23. This includes a 13.4% increase to the personnel budget and a 7.2% increase to the operating budget.

- Utilities increased to \$19,000 for FY24 from \$11,500 in FY23.

Municipal Golf Courses Enterprise Fund

The Municipal Golf Course Enterprise Fund proposed budget is \$100,383 which is a 0.4% increase from FY23. Most of the changes for the FY23 budget are supporting LEPFA's operation of the City's golf facility.

Glossary

Internal Service Fund: Internal Service funds account for activities that provide supplies and services to other departments and funds internal to the City – internal service fund expenditures are appropriated through their charges to other funds.

Enterprise Fund: Enterprise funds report activities that provide supplies and services to the general public.

Follow Up Questions/Answers

Neighborhoods, Arts, and Citizen Engagement

- **How many staff members does neighborhoods have?**
- **How many staff members does the Office of Financial Empowerment have?**
 - DNACE total FTE: 13 including OFE and 311
 - Neighborhoods FTE: 3 (1 current Vacancy)
 - OFE FTE: 3 (1 current Vacancy), 2 Contract Employees
 - 311 FTE: 7 (0 Vacancy)
- **Can you explain where the gun violence task force money is in the FY24 budget?**
 - **Is the goal to fund one organization for two years?**
 - The GVTF dollars are located within the ARPA Allocations by Mayor Schor FY 23.
- **Do you know how many calls 311 has taken?**
 - As of April 24, 2023, the total number of calls received/answered by 311: 30,753
 - **Do you know how many have resulted in resolution?**
 - 25,880 Cases were resolved in office by 311 agents and 2723 cases were escalated to departments for further assistance. The remaining indicate that a voicemail was left/returned, hang ups, human error calls and interdepartmental transfers.
 - **Can you track if there has been a decrease in calls to departments as a result of 311?**
 - The table below shows the number of calls that would have gone directly to the department via the department main line number (for example- 483-4121, Treasury and Income Tax Main Line, in the last 60 days would have received a total of 6,124 calls) that were instead answered by 311 Call Center Agents.
- **Can you explain what comes from your miscellaneous operating line item?**
 - Our Misc. Op line item is the budget line item that we use to pay for our various programs (ex: Citizens Academy, Small Resident Clean Ups) and Supplies needed for the department.
- **What is the \$100,000 of ARPA money for marketing going towards?**
 - During the first three years of the FEC, we had Bloomberg Grant funding for marketing and Outreach, so we were able to do everything (Billboards, Radio, TV Ads, Posters, Table Tent...etc.) That funding ended in 2015 and we haven't had a large marketing push since. We are looking to achieve even a fraction of the successful marketing success we had during those years.
- **Are other departments who work with the community referring people to the Office of Financial Empowerment?**
 - Yes
 - **Do you have a number for referrals from other departments?**
 - In the last 12 months (May 1, 2022 – April 28 2023), 297 new clients have been referred to FEC (this does not include returning clients, of which there are many)

INTERNAL REFERRALS (City & Cristo Rey)

34	54-A District Court
21	Cristo Rey
11	HRCS Rent Smart
1	OFE
67	Total

EXTERNAL REFERRALS

40	Capital Area Housing Partnership
35	LEAP
32	Parole
19	Friends & Family / Other FEC Clients
22	Internet / Social Media
9	Tri County Office on Aging
7	Child & Family Charities
7	Capital Area Michigan Works!
5	Doctor
5	Therapist
4	Unknown
4	BWL
2	Advent House
2	Holy Cross
2	Employer
1	211
1	54B District Court
1	Alcoholics Anonymous
1	Building Child & Family Initiatives
1	Community Mental Health
1	Endeavor House
1	Eve's House
1	Flyer
1	Gud Marketing
1	Hannah's House
1	MSUFCU
1	Newspaper / TV / Radio
1	St Vincent
1	VFW
209	Total

21 Unknown Referral Source

- **Are you able to distinguish between calls that come directly to 311 vs calls that are rerouted to 311?**

- Our system will allow us to show how many calls came into a specific office line for the **last 60 days**, however since the 311 designation originates at the major phone carriers our system isn't able to query the 311 keystrokes for incoming calls.

4020	4051	4100	4115	4121	4131	4340	4455	6070	7624	4728	4763
55	145	349	138	6124	810	152	474	112	1144	2996	3

- The above table shows the internal direct office line highlighted in green and the number of calls highlighted in yellow. This data is from 2/25-4/25/2023

- **Please provide a list of what contractual services your department is using.**

- **Are you checking for current insurance and licenses?**
 - Contractual Services: We have issued an RFP for our bulk trash clean up program with EDP utilizing CDBG funds. We require current insurance and licenses from respondents.

- ***Please explain your eviction diversion program.***
 - ***How many people have you served through the program?***
 - ***Are you connecting with other City departments?***
 - ***Have you worked with the Housing Ombudsman through the eviction diversion program?***
 - ***What other groups do you work with?***
 - ***Are you checking the properties that people are going to once they are evicted?***
- A. In the past 9 months the Eviction Diversion Facilitator has provided resources to 503 families.
- B. The Eviction Diversion Facilitator has connected with HRCS. He has received and sent referrals to HRCS in efforts to help Section 8 recipients apply for rental assistance. Many of these tenants (Section 8) have also received assistance from the Facilitator in reaching Lansing Housing Commission and BECKA Management to resolve their discrepancies in a more efficient matter due have issues reaching their case workers. As mentioned in my follow-up email to the 4/24/23 presentation, Joe McDonald possesses a 4-week curriculum called “Rent Smart” created by the University of Wisconsin. At the end of this course each tenant is awarded a mayor-signed certificate. If Joe can get these classes back in full swing and offer the class to the high school students/college students, (*while continuing to offer it to renters with poor rental history*) we can better equip the future renters on how to rent smart directly eliminating future evictions. Soon enough Facilitators in the other states involved in the grant will implementing Rent Smart in their programs. The National Center for State Courts was so impressed by the free curriculum that they had both Joe and the University of Wisconsin present the program on March 16th, 2023, via Zoom to all the other states involved in the Eviction Diversion Initiative.
- C. The Housing Ombudsman has reached out to me for assistance with DHHS determination letters, tenant trial dates, data regarding writs issued, and general rental assistance questions. Joe also attended my recent presentation to the Rental Property Owners Association of Mid-Michigan on 4/18/23. Prior to that event as mentioned above, Joe presented the Rent Smart Program along side the University of Wisconsin to all the Eviction Diversion Facilitators and the National Center for State Courts.
- D. On a weekly basis I work with the Office of Financial Empowerment, DHHS, St. Vincent DePaul, Lansing Housing Commission, Advent House, Capital Area Housing Partnership, Legal Aid of South-Central Michigan, landlord/plaintiff attorneys, etc. The Eviction Diversion Program is centered by relationships. Relationships with tenants, the agencies just mentioned and the landlords. The Facilitator’s presentation to the RPOAMM (mentioned above) last week represented a “hinge moment” in the program as he met

with more landlords in that one night than in the previous nine months combined. The reception was very positive. The landlords understood that our program is not anti-landlord but rather driven to strengthen the families that they will rent to. One landlord stated they would waive all fees if her tenants would meet with the Facilitator. The President (of RPOAMM) invited the Facilitator to all future meetings in response to the presentation. All 500 families have received available rental eviction resources from the Facilitator by phone or by email in this 9-month span. The Facilitator has referred 158 families to the Office of Financial Empowerment in his 9 months at the position. They (OFE) are instrumental to the program's direction as they provide families with the tools to strengthen their finances and credit. Advent House has now joined the Facilitator during all pretrials to provide housing stability resources to families facing eviction.

- E. The Facilitator does not inspect homes before, during or after evictions. The position is designed for the Facilitator to build relationships with landlords, tenants, legal aid, and community resource providers to help strengthen those facing homelessness or the threat of homelessness.
- F. Can you explain your zoom capabilities in the Court for hybrid Court sessions?
Some customers appear by zoom or in-person depending on the nature of the hearing. This worked well during Covid so the process remains the same as a courtesy to customers and lawyers.
 - a. What are the costs associated with your zoom capabilities? None. The supreme court provided and supports the current licenses used by the judges and magistrates.
- G. Can you clarify who received the \$50,000 for dispute resolution from ARPA funds?
 - a. Is this program working?
 - b. Is this program in your budget for FY24?
STILL UNDER RESEARCH
- H. Please provide a list of what contractual services your department is using.
 - 1. Interpreters
 - 2. Alcohol and Drug Assessments
 - 3. Back-up Sobriety Court Probation Officer – grant funded
 - 4. Domestic Violence Court Probation Officer – grant funded
 - 5. Systems Administrator (PT)
 - 6. AOS Printing
 - 7. DK Security
 - 8. Resolution Services Center
 - a. Are you checking for current insurance and licenses?
Not currently.

Budget Questions from Committee of the Whole 4.24.23

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

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

Consequently, to allow more time to review the responses by Council Members it is requested that you provide written responses by email for the following questions by **Wednesday, May 3rd 2023**.

These responses will be provided to the Council Members for their review.

Parks and Recreation

- Can you explain what the two FTEs you added are? **We previously had 4 part time programming positions and these were combined into two full time programming positions**
- Are we returning to pre pandemic levels of participation in our youth programs? **In youth sports we have higher participation levels than pre pandemic. In our other areas such as after school, aquatics, summer camps we do not have the seasonal staffing to reach pre pandemic participation levels in these areas**
- Was Parks and Recreation part of the seasonal job fair? **Yes and we will be conducting one for summer camp positions as well**
- Can you highlight some of the tree planting efforts the City is doing? **525 trees are being planted this spring in the parks and city right-of-ways**
 - Do you have the resources to take care of the trees once they are planted? **Yes and We can always use more staff**
- Do we have enough personnel to do tree trimming? **We are behind schedule on tree trimming and we can always use more staff**
- Is there state and federal funding for stump removal/grinding? **Not that we are aware of**
- Is there a plan for stump removal/grinding? **We are currently discussing a plan for this**
- How many playground replacements are planned for FY24? **Depends on how much is spent on each play structure**
 - Are we doing anything different for community outreach about playgrounds? **Council has asked for Park Board feedback on this and they are currently working on the plan.**
- Have increases in revenues for the Cemetery fund been taken into account? **Yes**
- Please provide a list of what contractual services your department is using.
 - Are you checking for current insurance and licenses? **Yes**

1.) What involvement did the Finance Director have in preparing the budget?

The Finance Director helped review numbers, projections, and was involved in the entire process.

2.) Please explain the formulas, reasoning, and assumptions behind the increases to:

- a. Property tax revenue**
- b. Income tax revenue**
- c. State revenues**
- d. BWL Return on Equity**

The City Assessor estimated a 5% increase in taxable value for the proposed budget. This is due to the housing market, general increase in values, and uncapping of taxes. Basic calculations can be found in the attached 2a. Income taxes were estimated from the Income Tax Administrator. Looking at April 18th YTD numbers, there is roughly a 14% increase in income tax revenue. As shown in Question 27, state tapes are also up. State revenues were calculated using numbers from the State of Michigan and estimates using previous year's actuals. For example, the Liquor License fee brought in almost \$80k in FY22 but was only budgeted for \$70k in FY23. So far in FY23, the actual amount is over \$80k, hence the increase in the proposed budget. This is the same reasoning for recreational marijuana. As for BWL ROE, after discussions with the mayor and the CEO, BWL was comfortable with our \$26.5 million estimate.

3.) Does the \$8.2M in ARPA money used to balance the FY24 budget constitute all the money set aside for revenue loss?

- a. Finance has publicly stated that 11M was being used for revenue loss in FY24. Where was the additional \$2.8M appropriated?**

The money used for GF loss revenue was approved for \$18 million. The \$9,712,500 in FY23 and \$8,287,500 in FY24 would be all the \$18 million, so yes that would mean all the money set aside for revenue loss for the GF would be used. As you know, the LSJ interview was back in April 2022, and we were projecting what our allocation to the general fund would be. We are now working with the approved numbers.

4.) Please provide a five-year budget projection with all assumptions used included.

We have the budget for this year and will provide a balanced budget for next year. While we expect to have less dollars in the 2025 budget due to not having ARPA to backfill, we will look at all the revenues and expenses as we create the budget for the 2024-25 fiscal year. Because we know that we could have a deficit to start, we will be working on solutions as soon as this budget is done and are committed to providing a balanced budget each year as per law. When we have recommendations in the summer or early fall, we are happy to work with Council (before introducing the budget) so we can all be a part of any necessary actions that need to be taken.

5.) Where is ARPA interest incorporated into the budget?

ARPA interest is incorporated in the “Interest & Rents” part of the GF revenues.

6.) Please explain the reasoning and formula that went into the vacancy factor increase from \$700K to \$1,500,000M.

Reasoning behind increasing the vacancy factor from \$700k to \$1.5 million is because of our vacancy reports. In the first 2 quarters of FY23, the vacancy factor was calculated as \$1,547,530, over double what was budgeted for. We increased it to \$1.5 million to be more in line with actual numbers and be more conservative due to the volatile nature of vacancies in a city.

7.) Without ARPA funds it appears the general fund would be decreasing \$12M and even with the \$8M it is reducing fund balance by 3.6M. We’ve been hearing about the City’s structural deficit since 2019, why hasn’t anything been done to address this issue in the presented FY24 budget and what is being done to address it moving forward?

We have eliminated long term costs in collective bargaining and have short term increases as a result (as approved by Council in all CBAs), and Council has approved 3% increases for employees. We disagree that nothing has been done to address this issue. We are creating efficiencies wherever we can. However, costs continue to rise. We will be evaluating all departments to see what vacancies can be eliminated, we will meet with unions on any possible budget reductions, and we will look at outside revenues. We welcome Council’s recommendations on cuts and on potential revenues.

8.) Local Streets Fund – Why the 70% increase to major maintenance? Does finance have a plan for the rapidly depleting Act 51 fund balances?
○ Can you please provide the plan?

The reason for why Major Maintenance is increasing is that the line item will service multiple new projects for the Public Service department. They can explain more during their budget presentation. As for fund balances, below are the fund balances the last three fiscal years for Major and Local streets, but this is something that our internal team is looking at:

	FY21	FY22	FY23 (Adopted)
Major Streets	\$13,024,279	\$13,938,901	\$11,138,901
Local Streets	\$3,632,894	\$4,744,674	\$3,544,674

9.) Why the significant decrease in expenditures for Tri-County Metro? What is the City’s financial relationship and obligations related to the Tri-County task force?

This question will be answered on May 1st during the Police budget hearing. The Tri-County Metro Narcotics Squad (METRO) is a multi-jurisdictional drug task force operating in Clinton, Eaton, and Ingham Counties. The team focuses on major drug traffickers and utilizes intelligence information, informants, surveillance, undercover operations, and all available investigative

techniques. The city receives revenues from drug forfeitures and expenses come from personnel, evidence, and miscellaneous operating expenses. The police can answer more in depth during their budget hearing if you have more questions concerning the program.

- 10.) Why the projected decrease in revenues for the building safety fund?**
○ **What is the strategy behind having a significant fund balance in this fund?**

The projected decrease in revenues for the building safety fund comes from decreases in projected revenues from plan reviews and building permits. The administration's strategy is to have a healthy fund balance in all our funds.

- 11.) Why does the City parking fund continue to run at a structural deficit? Does the City have a plan to address this? When do you estimate the parking fund will be out of money and into a deficit?**

This is being taken up by the internal team. As for when the parking fund will be out of money and into a deficit, if we take this year's proposed use of fund balance (\$777k) and we have a working capital of \$2.7 million, it will take around 3 years for the fund to be out of money.

- 12.) Can you please provide a general explanation of how the public safety fund works?**

The public safety fund is a restricted fund. Up to 3.9 mills will be used to fund it, with expenditures initially going towards debt service.

- 13.) Why is the City initiating \$2.2M in capital project improvements while the fund balance is falling?**

There are multiple capital improvement projects that are state ordered. For example, CSO/sewer separation construction project to eliminate raw sewage discharges are mandated by State Administrative Consent Order #05153. Also, stormwater catch basin cleaning has been required by EGLE.

- 14.) How does changing from pay go to ADC impact OPEB liability?**

There are several advantages, as provided by our actuary:

1. The expected cost of benefits over the long-term is lower due to potential investment earnings in the System portfolios and VEBA.
2. The funding ratios will improve over time, lessening and eventually eliminating the need for additional State reporting (e.g., corrective action plans).
3. The liability reported on the City's financials will be much lower with prefunding.
4. The liability in the OPEB valuation reports will be consistent with the financial report, avoiding confusion.

15.) Does the increase to retirement/fixed benefits in the internal services fund take OPEB increases into account? If so please break down the numbers to show how.

The Net OPEB Liability for the City as of June 30, 2022, is \$248,282,053. The total ratio of the Plan's Fiduciary Net Position to the Total OPEB Liability is 31.0%, a decrease of 5.8% versus the prior year. The City's OPEB expense for fiscal year 2022 is (\$28,118,840) and the net number of deferred (inflows)/outflows of resources is (\$105,490,480).

Fixed Fringes are budgeted for \$59.5 million. As stated, Retirement/Fixed benefits make up over 29% of GF expenditures. This represents an increase of 8.5% of the dollar amount from the current year. The numbers used to calculate the fixed fringes came from Gregg Stump from Boomershine Consulting Group and HR department. Fixed fringes are workers comp, miscellaneous benefits (employee assistance program, final leave payments, unemployment), Pension contribution, and retiree HC/Dental.

Pension contributions total \$34.5 million including amortization (the proportion of the annual city contribution toward unfunded actuarial accrued liability) and normal cost (the portion of the annual city contribution which represents one year's accrual of benefits). These amounts are estimated by our actuary on an annual basis and based on demographic data as of January 1, 2022, and a -14% investment return. Attached is the breakdown on pensions in "Fixed Fringes" that includes both FY24 and FY23.

Retiree Healthcare and Dental total \$21.5 million, as determined by our actuary.

Workers Compensation and Miscellaneous benefits, which include unemployment and paying out remaining vacation, sick, and personal leave when an employee leaves the city, increased to almost \$3.5 million. These numbers came from the HR department.

16.) What total dollar amount was increased from last year to fund pension and OPEB? What was that based on?

Fixed Fringes are budgeted for \$59.5 million. As stated, Retirement/Fixed benefits make up over 29% of GF expenditures. This represents an increase of 8.5% of the dollar amount from the current year. The numbers used to calculate the fixed fringes came from Gregg Stump from Boomershine Consulting Group and HR department. Fixed fringes are workers comp, miscellaneous benefits (employee assistance program, final leave payments, unemployment), Pension contribution, and retiree HC/Dental.

Pension contributions total \$34.5 million including amortization (the proportion of the annual city contribution toward unfunded actuarial accrued liability) and normal cost (the portion of the annual city contribution which represents one year's accrual of benefits). These amounts are estimated by our actuary on an annual basis and based on demographic data as of January 1, 2022, and a -14% investment return. Attached is the breakdown on pensions in "Fixed Fringes" that includes both FY24 and FY23.

Retiree Healthcare and Dental total \$21.5 million, as determined by our actuary.

Workers Compensation and Miscellaneous benefits, which include unemployment and paying out remaining vacation, sick, and personal leave when an employee leaves the city, increased to almost \$3.5 million. These numbers came from the HR department.

- 17.) Were CREC (Consensus Revenue Estimating Conference) and the Governor's recommendations for revenue sharing taken into account? If so, what data was used?**

State revenues were calculated using numbers from the State of Michigan and from conversations with the Mayor. Attached as 17a are the state's estimates for FY24. We are taking a more conservative approach due to the state's guidance that "Actual payments will differ from these estimates if the economy experiences a further slowdown".

- 18.) Have we updated our chart of accounts to comply with the new Department of Treasury Standard? Is there a timeline for when this will be completed?**

We are working with our auditors to update our chart of accounts and it will be completed by the end of the fiscal year.

- 19.) Was any department asked to reduce spending for the FY24 budget?**

All departments were asked to do this. The budget you received reflects all department recommendations. Only one general fund position was added due to the budget constraints. As mentioned, we will look at long-time vacancies for next year and other efficiencies that can be found in the budget as we will not have ARPA to backfill.

- 20.) Income taxes – you talked a little bit about the 5% increase. FY21 to FY22 has about a 1.1% increase. Where's the confidence that we're getting such a big increase in revenue? Has something changed? Can you please break down where that money is coming from.**

Looking at April 18th YTD numbers, there is roughly a 14% increase in income tax revenue. As shown in Question 27, state tapes are also up.

- 21.) Will the budget amendment being prepared reflect a significant increase in revenue than what was passed for the FY23 budget?**

As of now, we expect there will be an increase but can't relay how much until we have closed out the 23 budgets with actuals.

- 22.) Can you please provide updated budget projections for FY23?**

Please see the attachment “Projections”.

- 23.) Article 7 section 103 of the charter states that there should be a budget message and there shall be an explanation about what Council priorities were incorporated and what weren’t and an explanation of why not for items not included. This was not provided – please provide to Council.**

Council priorities were considered, but most of the Council priorities were for increased funding and, as has been pointed out in many of these questions, the budget cannot sustain increases in general fund spending for more positions. We included some one-time funding as per Council requests. And we are looking at positions that are fee-generated (LEDC, Code, etc). But many of the positions requested are new costs to the budget that can’t be afforded. Council did not include any position cuts, and we hope to see those recommendations in the future budget priorities.

- 24.) What is this budget doing to address the structural deficit? You’ve mentioned a team but can you provide any concrete answers.**

Desiree Kirkland, Jackson Mills, Shelbi Frayer, and Jane DiSessa have discussed potential options. We welcome Council recommendations as well and will reach out to city unions and others.

- 25.) What is the timeline for coming up with a plan to address the City’s structural deficit?**

We have the budget for this year and will provide a balanced budget for next year. While we expect to have less dollars in the 2025 budget due to not having ARPA to backfill, we will look at all the revenues and expenses as we create the budget for the 2024-25 fiscal year. Because we know that we could have a deficit to start, we will be working on solutions as soon as this budget is done and are committed to providing a balanced budget each year as per law. When we have recommendations in the summer or early fall, we are happy to work with Council (before introducing the budget) so we can all be a part of any necessary actions that need to be taken.

- 26.) Who is on the financial health team the City is forming?**

See Question 24

- 27.) Please provide the income tax numbers the City collected for the last three years from the State tapes.**

2021: \$714,072.03
2022:\$448,796.15
2023: \$525,687.87

There is roughly a 17% increase from 22 to 23.

- 28.) Why does the budget book have 0 increases in the projected year end for FY23 but everyone seems to be aware that their costs are going up?**

Please see the attachment "Projections".

- 29.) Can the large fleet increases throughout departments be explained? Why did we go with a different model for vehicle budget allocation in FY23 than we are doing in FY24?**

This question can be answered during the Public Service budget hearing. Fleet allocations are done by the Fleet department and is based on vehicle usage and other considerations.

- 30.) What inflation rate was built into the budget?**

Cost increases were considered in the proposed budget by departments. Each department considered cost increases in their budgets.

- 31.) Is the City collecting interest on each of its funds, including enterprise funds?**
a. Where is that money? How is it reflected in the budget?

Yes, the city is collecting money on funds, including enterprise funds. The money is put in their respective revenue accounts. For example, the general fund's interest revenue is in the "Interest Income" revenue line item.

Finance

- 1.) When will a transition to the new BS&A software happen? Please provide a timeline.

We are hoping to start the transition this summer. BS&A has told us it is a 18 months to 2 year process.

- 2.) When was the contract with BS&A signed? Oct. 18, 2022
 - When was the payment made? November 21, 2022, \$252,475
- 3.) Has anyone talked to BS&A about a reduction in their contract because they are delaying implementation? No

Budget Questions from Committee of the Whole 4.10.23

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

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

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

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

These responses will be provided to the Council Members for their review.

General Overview

- What involvement did the Finance Director have in preparing this budget?
- Please explain the formulas, reasoning, and assumptions behind the increases to:
 - Property tax revenue
 - Income tax revenue
 - State revenues
 - BWL Return on Equity
- Does the \$8.2M in ARPA money used to balance the FY24 budget constitute all the money set aside for revenue loss?
 - Finance has publicly stated that 11M was being used for revenue loss in FY24. Where was the additional \$2.8M appropriated?
- Please provide a five-year budget projection with all assumptions used included.
- Where is ARPA interest incorporated into the budget?
- Please explain the reasoning and formula that went into the vacancy factor increase from \$700K to \$1,500,000M.
- Without ARPA funds it appears the general fund would be decreasing \$12M and even with the \$8M it is reducing fund balance by 3.6M. We've been hearing about the City's structural deficit since 2019, why hasn't anything been done to address this issue in the presented FY24 budget and what is being done to address it moving forward?
- Local Streets Fund – Why the 70% increase to major maintenance? Does finance have a plan for the rapidly depleting Act 51 fund balances?
 - Can you please provide the plan?
- Why the significant decrease in expenditures for Tri-County Metro? What is the City's financial relationship and obligations related to the Tri-County task force?
- Why the projected decrease in revenues for the building safety fund?
 - What is the strategy behind having a significant fund balance in this fund?

- Why does the City parking fund continue to run at a structural deficit? Does the City have a plan to address this? When do you estimate the parking fund will be out of money and into a deficit?
- Can you please provide a general explanation of how the public safety fund works?
- Why is the City initiating \$2.2M in capital project improvements while the fund balance is falling?
- How does changing from pay go to ADC impact OPEB liability?
- Does the increase to retirement/fixed benefits in the internal services fund take OPEB increases into account? If so please break down the numbers to show how.
- What total dollar amount was increased from last year to fund pension and OPEB? What was that based on?
- Were CREC (Consensus Revenue Estimating Conference) and the Governor's recommendations for revenue sharing taken into account? If so, what data was used?
- Have we updated our chart of accounts to comply with the new Department of Treasury Standard? Is there a timeline for when this will be completed?
- Was any department asked to reduce spending for the FY24 budget?
- Income taxes – you talked a little bit about the 5% increase. FY21 to FY22 has about a 1.1% increase. Where's the confidence that we're getting such a big increase in revenue? Has something changed? Can you please break down where that money is coming from.
- Will the budget amendment being prepared reflect a significant increase in revenue than what was passed for the FY23 budget?
- Can you please provide updated budget projections for FY23?
- Article 7 section 103 of the charter states that there should be a budget message and there shall be an explanation about what Council priorities were incorporated and what weren't and an explanation of why not for items not included. This was not provided – please provide to Council.
- What is this budget doing to address the structural deficit? You've mentioned a team but can you provide any concrete answers.
- What is the timeline for coming up with a plan to address the City's structural deficit?
- Who is on the financial health team the City is forming?
- Please provide the income tax numbers the City collected for the last three years from the State tapes.
- Why does the budget book have 0 increases in the projected year end for FY23 but everyone seems to be aware that their costs are going up?
- Can the large fleet increases throughout departments be explained? Why did we go with a different model for vehicle budget allocation in FY23 than we are doing in FY24?
- What inflation rate was built into the budget?
- Is the City collecting interest on each of its funds, including enterprise funds?
 - Where is that money? How is it reflected in the budget?

Economic Development and Planning

- What is being done internally in the parking department to address the structural deficit?
- Have we looked at the feasibility at selling off surface lots? Is part of the parking study looking at the feasibility of selling off surface lots?

- Did the parking fund run a deficit in FY21 and FY22?
- There are major increases to projected revenues for multiple parking line items. Who put these numbers together and how did they come up with them?
 - Specifically please address increases to the following line items:
 - Lot 37
 - Ramp 2 – S. Capitol
 - Ramp 3 – N. Grand
- Can you please provide an update on debt service payments on TIFA loans in the parking fund? Have we been able to make debt service payments each year?

Fire

- Why is there a 1.5% decrease in public safety expenditures in the Fire Department?
There should be no decrease reflected within the fire department budget. In fact, total expenditure has increased by at least 2.4% for FY24.
- Why has the suppression line item for Fire – Overtime FLSA been cut from \$100,000 to \$10,000?
There should not have been a \$90,000.00 decrease in this line item. Previous years spending has reflected at least \$95,000.00 of Suppression FLSA overtime.
- Was a potential increase for wages baked into this budget? If not please explain why not.
Yes, at least 3% or IAFF contract negotiated increase.

Finance

- When will a transition to the new BS&A software happen? Please provide a timeline.
- When was the contract with BS&A signed? When was the payment made?
- Has anyone talked to BS&A about a reduction in their contract because they are delaying implementation?

Human Resources

- Can you explain the short-term FTE HR added? We have added a FTE for succession planning for our Retirement Division. This currently a division of one person. I would love for this not to be a short-term position, but I understand the financial concerns.
- Can you explain the residency incentive program? See the attached LHope information.
 - How do you market this program? Its currently on our Intranet. We will look at further ways to market the program.
- What is the employee recognition program? This is a yearly event for City employees. It has previously been held at the Lugnuts Stadium, inclusive of a meal, baseball game tickets and access to the kids play area for families.
- Can you explain the 4 FTEs added in the last two years? As previously noted, HR has been in need for additional staff members. These positions were approved by Council in prior years. The current staff is very dedicated and committed to their positions and unfortunately there are not enough hours in the day to accomplish all that we want to accomplish. This results in us having to prioritize tasks.
 - Hiring Specialist
 - Deputy Director
 - Health and Wellness position
- Retirement Tech How many hiring specialists does HR currently have? Three specialists (and one vacancy) along with a Lead Hiring Manager
- Is there anything in this budget or that were doing anything internally to increase efficiencies in the hiring process? My official start date in this role was February 6, 2023. We have and will continue to work on efficiencies for the hiring process in navigating this competitive landscape.
- Is a HR department of 15 employees sufficient? No
- Please provide a list of what contractual services your department is using.
 - EMPCO
 - Johnson Roberts and Associates
 - M3
 - Professional Psychological and Rehab Services PC
 - Fifer Investigations
 - Zelle
 - Segal
 - Resolution Services
 - Meridian Professional Psychological Consultants PC
 - Michigan Assessors Association
 - Criteria Corp
 - Wayne Bisard Investigations
- Are you checking for current insurance and licenses? We can research further. The contracts that I had involvement with prior to taking this role went through the appropriate City contract routing process.
- Can you explain what your training line item is used for? Upon further research its my understanding that this line items has been used for mandated trainings and other developmental trainings. We are currently researching this.
 - Please provide a list of trainings We are researching this.

- Why don't we have paper applications available? In 2020 we made the change to NeoGOV, which is a paperless application process. We are willing to assist candidates with accessing the application and are committed to removing barriers to the application process.
- What training is the City doing on diversity and inclusion? The City has had multiple sessions with different departments to provide the video and policy training that it currently provides to council each year. HR is also involved with the MRJEA training program which is inclusive of Cabinet Training, Onboarding (and beyond) videos that will launch soon, and the planning of the Equity Core Team/Train the Trainer program. Training is a priority and we have plans for multiple trainings in the future.

Elizabeth J. O'Leary

Human Resources Director/Chief Labor Negotiator

City of Lansing

LANSING HOME OWNERSHIP PROGRAM FOR EMPLOYEES L-HOPE Residency Incentive Program

The Residency Incentive Program is designed to encourage City of Lansing employees, who have completed 60 days of employment at the City of Lansing, have not had any disciplinary suspensions within the past year, and currently live outside the corporate limits of Lansing or rent within the city, to purchase a primary residence on an owner occupied basis within the city limits. The program would provide advanced compensation (forgivable loans) of \$3,000 for down payments, pre-paid reserves and closing expenses. An incentive of \$4,000 is available for any qualified employee under the program who purchases a registered rental home for conversion to an owner occupied home. This program would be offered to all exempt, full time, and part time year round employees, whose bargaining units have agreed to participate in the program, and would include Executive Plan, Mayoral, District Court and City Council employees. The program would be administered by the Department of Human Resources and the Finance Department.

PROGRAM OBJECTIVES

1. Provide encouragement and incentives to Lansing City Employees currently living outside the city, to choose Lansing as their home and move within the city limits.
2. To help make city employees feel more a part of the community, forge stronger ties between the city and its workers and encourage retention and stability of the city work force.
3. To strengthen the relationship between city workers and the city by enhancing their participation in neighborhood activities and associations.

PUBLIC BENEFITS

1. By living in the city, employees would be closer to their place of employment and be more readily available to report to work in case of emergencies or other job related responsibilities.
2. As residents and taxpayers of the city where they work and live, city employees would be recipients of city services and would have a better understanding of the service needs of the city.
3. By living where they work, employees would have more of a stake in the city's business, leading to more committed and stable work force.

PROGRAM SPECIFICATIONS

1. The Program would be offered to all full time, part time year round, exempt and bargaining unit employees who have completed 60 days of employment at the City of Lansing. This would include all exempt, part time year round, and full time employees, whose bargaining units have agreed to participate in the program, and would include Executive Plan, Mayoral, District Court, and City Council employees. The program will be administered by the Department of Human Resources and Finance Department.
2. Loan funds will be used exclusively toward the down payment, pre-paid reserves, and/or closing costs for the employee's primary residence, and will only be awarded when full financing has been secured.
3. Loans will be provided to employees on a first come, first serve basis based on the date a complete loan application is received by the Department of Human Resources. No application shall be deemed complete until the employee has been pre-qualified by the Director of the Department of Human Resources and a mortgage lender, located a house and entered into a formal purchase agreement accepted by both seller and purchaser.
4. The Directors of the Department of Human Resources and the Finance Department will provide written notification to the closing agent and the lender of city's intent to provide these funds to assist the employee in purchasing a primary owner occupied residence only (refinancing of an existing residence does not qualify). For the purposes of the program, the term "closing agent" shall be defined as the person or entity supervising the closing to purchase the property, which person or entity is typically a title insurance company, the first mortgage lender, or an escrow agent.
5. The use of the property shall be limited to the uses permitted for a single family residence as permitted by the Zoning Code.
6. The employees shall file with the Register of Deeds a Deed Restriction:
 - a. Requiring that the property be the principal residence for the owner and/or his/her immediate) family, and
 - b. For purposes of this restriction, "immediate family" shall mean an employee's spouse, former spouse, dependent children, step-children and legally adopted children.
7. The loan will not exceed \$3,000; unless, the employee is purchasing a registered rental home for conversion to an owner occupied home in which case the loan will not exceed \$4,000. No interest shall accrue on any amount of the outstanding loan principal except as hereinafter provided.

8. Twenty percent (20%) of the loan principal will be forgiven on each anniversary of the loan, provided that on the anniversary date:
 - a. The employee is in good standing. An employee's "good standing" shall not be affected by being on family and medical leave, extended sick leave, or military leave.
 - b. For purposes of this program, good standing shall mean no disciplinary suspensions within a 12 month period.
 - c. The house purchased by the employee is occupied by the employee or in the event of the employee's death or divorce, is occupied by his or her immediate family as the principal residence.
9. The amount of the cash advance that is forgiven will be taxable income to the employee. Beginning within thirty (3) days of the date of closing, the appropriate taxability amount will be spread over all future paychecks until the total cash advance has been taxed. If an employee leaves City employment, any remaining amount will be spread over the remaining paychecks with the remaining balance of unearned advance compensation becoming due and payable in accordance with the program and lien agreement, and payroll deduction authorization.
10. If the employee and his or her immediate family vacates, rents or sells the house within the loan period or terminates his/her employment with the City, the remaining principal balance of the Loan shall become, without notice, due immediately, and shall bear interest from the date of the loan at the midterm rate compounded monthly until paid in full.

Revised 5/23/2005

Revised 6/11/08

Revised 2/17/2017

Revised 09/07/2018

LANSING HOME OWNERSHIP PROGRAM FOR EMPLOYEES L-HOPE
APPLICATION FORM

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Department: _____

Hire Date: _____ Full-Time: _____

Position at City: _____

Do you currently (own\rent) your home? _____ Own _____ Rent _____

Purchase Price of home you wish to purchase: \$ _____

Address of L-HOPE home: _____

Advance Compensation requested: \$ _____

\$3,000 per approved application or \$4,000 per approved application for registered rental homes that are converted to an owner occupied home)

I have a completed Buy-Sell Agreement, a copy of which is attached.

I certify to the following:

1. I will live in the house. The house will be my principal residence.
2. I do not currently live in the house nor have I completed a closing on this property.
3. I understand that I must repay the remaining balance on the L-HOPE advance with interest calculated at prime rate plus 2% if I sell the house, if the house ceases to be my principal residence, or if I leave city employment within 5 years from the closing date, according to the terms of the L-HOPE.
4. I understand that approval of this application is subject to the review and approval from the Directors of the Department of Human Resources and the Finance Department, and that decisions of appeals to the Mayor are final.
5. I understand that the advance is subject to obtaining financing from an authorized financial institution within six (6) months of the approval date and the entire advance must be applied to the home purchase.
6. I understand that the application approval is subject to the availability of funds and will be on a first come, first serve basis.
7. I have received a copy of the Lansing Home Ownership Program for Employees and I understand and agree with all the terms and conditions of the L-HOPE.
8. I understand I will be required to sign a contract with the City, detailing the program's provisions, in connection with my receipt of proceeds from L-Hope and that the contract will be recorded with the title to my house.

Name

Date



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: April 5th, 2023
To: Lansing City Council
From: Emily Linden, Internal Auditor
Re: Committee of the Whole – April 10th, 2023
Subject: Mayor's Proposed Budget FY24

Budget – General Overview (Fees, Revenue, Fringe)

The proposed budget book was presented to City Council on March 27th, 2023. The FY24 City of Lansing budget is roughly \$275 million for all funds, with \$163.9M for the General Fund. This is a 13% overall increase from the FY23 adopted budget and a 5.4% increase to the General Fund.

Revenue Increases:

The FY24 proposed budget reflects a 4.9% increase in general fund revenue including:

- 5% increase in property tax revenue
- 5% increase in income tax revenue
- 4% increase in state revenues
- Board of Water and Light Return on Equity increases from \$25 million to \$26.5 million

General Notes:

- The vacancy factor increased from \$700,000 to \$1,500,000.
- Without ARPA funds the general fund would be decreasing \$12M and with ARPA funds the general fund is reducing fund balance by \$3.6M.
- The City is initiating \$2.2M in capital project improvements.
- The City continues to experience challenges addressing pension and retiree healthcare costs (legacy costs) and its objective is to fully pre-fund other post-employment benefits (OPEB).
 - The City is changing the funding model from the current pay-as-you-go method to the actuarially determined employee contribution (ADEC) method.

Information Technology (IT)

The total proposed IT budget is \$8,128,702 which is a 4.6% increase from the FY23 budget. IT added two additional positions, increasing from 14 to 16 positions department wide for a 7.6% increase to the

personnel budget. There is a 3.5% increase to the operating budget due to a higher fleet charge and increases to the software budget.

Other notes:

- IT charges out a cost to each department for IT services, equipment, and software.

Economic Development and Planning (EDP)

Overall EDP has a 31.6% increase in expenditures from FY23. The majority of this is from the CDBG Fund and Downtown Lansing, Inc.

Other notes:

- EDP's Admin and Planning Department budget includes a 3.3% decrease to the LEPFA subsidy from \$1,975,000 to \$1,909,936.
- The municipal parking system enterprise fund is currently showing a structural deficit. Revenues are projected to be \$4,583,800 and expenditures are projected to be \$5,361,322.
- This budget includes \$250,000 in CIP funding for construction, maintenance, and engineering costs for parking services.
- The Building Safety Special Revenue Fund is projecting a 7.8% decrease in revenue for licenses and permits. FY23 budgeted \$3,051,100 in revenue for licenses and permits and FY24 budgets \$2,814,500 in projected revenue.

Fire

The total proposed budget for the Fire Department is \$41,238,217, a 2.4% increase from last year's budget. This includes a 2.3% decrease in the active personnel budget.

Other Notes:

- Money from the opioid settlement will be specifically allocated towards the Police and Fire departments and will be restricted for their use.
- Page 9 of the budget book under the General Fund Summary shows a 1.5% decrease in public safety expenditures in the Fire Department.
- The Suppression line item for overtime – FLSA was cut from \$100,000 to \$10,000.
 - YTD in FY23 this line item has spent \$59,688.15.

City Attorney

Total expenditures increased 4.8% to \$2,640,175 from \$2,520,110. There are no significant changes to the department's budget.

Finance

Total expenditures increased 10.7% to \$2,324,926 from \$2,100,195. There are no significant changes to the department's budget.

Other Notes:

- Temporary help is budgeted the same as FY23 at \$38,000.

- To date this fiscal year they have already spent \$76,964.55 from this account.
- Contractual services is budgeted the same as FY23 at \$75,000.
 - To date this fiscal year they have already spent \$173,107.50 from this account.

Memo

To: The Honorable City Council President Wood and Members of the City Council

From: Jane Bais DiSessa, Deputy Mayor/Chief of Staff

cc: Andy Schor, Mayor and Mark Lawrence, Deputy Chief of Staff

Date: April 14, 2023

Re: Response to March 27, 2023, Committee of the Whole (COW) Meeting – RE: Resolution to Support Eight (8) Funding Proposals for Congresswoman Slotkin to Advocate.

As referenced above, below are my responses to the main questions asked by City Council:

1.) Why did we not support community type projects that “we submitted” to E. Slotkin?

Respectfully, it is our belief that the projects we supported are beneficial to our community and public discussions regarding these projects had been previously held. It was our understanding that Congresswoman Slotkin could only submit 15 projects, so we had to limit the number of projects submitted. In consultation with her Staff, we chose the projects that we felt would be most successful. Social service programs were not eligible for House consideration.

2.) The cost for the Universal Playground seems to change, first it was \$1.8M, then it escalated to \$2.2M—what is the current cost estimate?

Initially, it was my understanding that the funds requested were to help meet and close the \$800K funding gap for the Capital Region Foundation. This is incorrect. The Foundation has met their \$2.2 million funding goal, however, due to inflation, the \$800K is needed to address additional increases in construction costs.

3.) What method was used to determine which park project(s) would be submitted? Why was the Moores Park not selected for funding consideration?

When deciding which projects to submit, we looked at projects we felt had the best chances to succeed. Based on the account options we were given by the House officials; we did not see the Moores Park Project as a good fit. We are awaiting the final report from WTA Architects.

Sincerely,

Jane Bais DiSessa
Deputy Mayor/Chief of Staff

JBD

FY2023/2024 Budget Department Presentations

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

1. What is the difference with your budget from current fiscal year to the proposed budget?
2. Are there any changes in services that your department is responsible for and if so why?
3. Are there any rate or fee increases and if so why?
4. Are there any major equipment purchases proposed in your budget?
5. Are there any eliminating, combining or contracting of positions in your budget, and if so provide specifics.
6. Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.
7. Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

No annual reports will be presented during this time. However, if you have an annual report you wish for Council to have, please provide it to the Council offices by noon the Friday before your Monday presentation and it will be provided to Council at that time. These annual reports will NOT be discussed during your 15 minutes.

FY2023/2024 Budget Department Presentations

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

1. What is the difference with your budget from current fiscal year to the proposed budget?
2. Are there any changes in services that your department is responsible for and if so why?
3. Are there any rate or fee increases and if so why?
4. Are there any major equipment purchases proposed in your budget?
5. Are there any eliminating, combining or contracting of positions in your budget, and if so provide specifics.
6. Did your department receive any ARPA funding in the current fiscal year, and if so how was it spent.
7. Does your proposed budget include a carry forward of ARPA funds and if not how will your department programs change because of not having those ARPA funds.

No annual reports will be presented during this time. However, if you have an annual report you wish for Council to have, please provide it to the Council offices by noon the Friday before your Monday presentation and it will be provided to Council at that time. These annual reports will NOT be discussed during your 15 minutes.

Budget Questions from Committee of the Whole 4.10.23

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

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

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

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

These responses will be provided to the Council Members for their review.

Economic Development and Planning

- Why does the City parking fund continue to run at a structural deficit? Does the City have a plan to address this? When do you estimate the parking fund will be out of money and into a deficit?
 - Parking Response: Unfortunately, partly because of the pandemic and the resulting economic crisis that affected us, we have not seen a return of the workforce that supported businesses and parking operations.
 - Finance Response: This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.
- What is being done internally in the parking department to address the structural deficit?
 - Parking Services has tried to reduce expenditures wherever possible over the past 3 budget cycles (see attached spreadsheet). Since the Extreme Makeover project was completed, we have continuously tried to reduce costs in contractual services, equipment and major maintenance. Much of the repeat numbers shown in the Equipment and Major Maintenance budgets are placeholders in case equipment being damaged by outside sources.
- Have we looked at the feasibility at selling off surface lots? Is part of the parking study looking at the feasibility of selling off surface lots?
 - Parking Services Response: Yes, the RFP for the parking study has this request in the Scope of Services:

"Provide possibility of lease or sale of under-utilized properties via commercial real estate brokerage services. (As of April, 2022, Downtown Lansing Inc. has been awarded funding from the Michigan Economic Development Corporation to lead a Comprehensive Market Analysis and Priority Planning process for the downtown central business district. This analysis will look at where we are and provide critical insight into the types of both

residential and commercial development that can thrive in the downtown district and help outline development plans to transform at least two high priority sites here in downtown.) Provide possibility of conversion of under-utilized properties to green space or other uses.”

- Did the parking fund run a deficit in FY21 and FY22?
 - Finance Response: Attached are the FY21 and FY22 audits showing a decrease in net position for the parking fund.
- There are major increases to projected revenues for multiple parking line items. Who put these numbers together and how did they come up with them?
 - The budget numbers were put together by Parking Services staff. The numbers were arrived at using data from previous years and current special event data.
 - Specifically please address increases to the following line items:
 - Lot 37
 - Ramp 2 – S. Capitol
 - Ramp 3 – N. Grand
- Lot 37 – Projected budget for FY23: \$300K; Projected increase for FY24: +\$150K
- This line item is actually for Special Events at the Lansing Center, covering lots 19, 20, 21 and 37. Currently thru Jan 31st we are at \$264K with 12 events since January estimated over 1,000 attendees, 8 of those 12 over 2,000 attendees. FY23 projection \$452K.
- N. Grand Ramp – Projected budget for FY23: \$700K; Projected increase for FY24: +\$200K
- N. Grand Ramp serves as overflow parking for Special Events at the Lansing Center. N. Grand Ramp revenue currently thru Jan 31st is \$528K. FY23 projection \$905K.
- Parking Fines – Projected budget for FY23: \$300K; Projected increase for FY24: +\$200K
- Parking fine revenue currently thru Jan 31st is \$375K. FY23 projection \$642K.
- Ramp 2 – S. Capitol: S Capitol ramp projected revenue is the same as last year, \$675,000.
- No increase noted in the FY24 budget submittal.
- Can you please provide an update on debt service payments on Transportation Infrastructure Finance and Innovation Act (TIFIA) loans in the parking fund? Have we been able to make debt service payments each year?
 - Finance Response: Attached is the debt payment schedule for the Parking fund. We have been making payments.

1.) What involvement did the Finance Director have in preparing the budget?

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

2.) Please explain the formulas, reasoning, and assumptions behind the increases to:

- a. Property tax revenue**
- b. Income tax revenue**
- c. State revenues**
- d. BWL Return on Equity**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

3.) Does the \$8.2M in ARPA money used to balance the FY24 budget constitute all the money set aside for revenue loss?

- a. Finance has publicly stated that 11M was being used for revenue loss in FY24. Where was the additional \$2.8M appropriated?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

4.) Please provide a five-year budget projection with all assumptions used included.

We have the budget for this year and will provide a balanced budget for next year. While we expect to have less dollars in the 2025 budget due to not having ARPA to backfill, we will look at all the revenues and expenses as we create the budget for the 2024-25 fiscal year. Because we know that we could have a deficit to start, we will be working on solutions as soon as this budget is done and are committed to providing a balanced budget each year as per law. When we have recommendations in the summer or early fall, we are happy to work with Council (before introducing the budget) so we can all be a part of any necessary actions that need to be taken.

5.) Where is ARPA interest incorporated into the budget?

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

6.) Please explain the reasoning and formula that went into the vacancy factor increase from \$700K to \$1,500,000M.

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

7.) Without ARPA funds it appears the general fund would be decreasing \$12M and even with the \$8M it is reducing fund balance by 3.6M. We've been hearing about the City's structural deficit since 2019, why hasn't anything been done to address

this issue in the presented FY24 budget and what is being done to address it moving forward?

We have eliminated long term costs in collective bargaining and have short term increases as a result (as approved by Council in all CBAs), and Council has approved 3% increases for employees. We disagree that nothing has been done to address this issue. We are creating efficiencies wherever we can. However, costs continue to rise. We will be evaluating all departments to see what vacancies can be eliminated, we will meet with unions on any possible budget reductions, and we will look at outside revenues. We welcome Council's recommendations on cuts and on potential revenues.

- 8.) Local Streets Fund – Why the 70% increase to major maintenance? Does finance have a plan for the rapidly depleting Act 51 fund balances?**
- **Can you please provide the plan?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session. This question can also be answered during the Public Service budget hearing.

- 9.) Why the significant decrease in expenditures for Tri-County Metro? What is the City's financial relationship and obligations related to the Tri-County task force?**

This question will be answered on May 1st during the Police budget hearing.

- 10.) Why the projected decrease in revenues for the building safety fund?**
- **What is the strategy behind having a significant fund balance in this fund?**

The projected decrease in revenues for the building safety fund comes from decreases in projected revenues from plan reviews and building permits. The administration's strategy is to have a healthy fund balance in all our funds.

- 11.) Why does the City parking fund continue to run at a structural deficit? Does the City have a plan to address this? When do you estimate the parking fund will be out of money and into a deficit?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 12.) Can you please provide a general explanation of how the public safety fund works?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 13.) Why is the City initiating \$2.2M in capital project improvements while the fund balance is falling?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 14.) How does changing from pay go to ADC impact OPEB liability?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 15.) Does the increase to retirement/fixed benefits in the internal services fund take OPEB increases into account? If so please break down the numbers to show how.**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 16.) What total dollar amount was increased from last year to fund pension and OPEB? What was that based on?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 17.) Were CREC (Consensus Revenue Estimating Conference) and the Governor's recommendations for revenue sharing taken into account? If so, what data was used?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 18.) Have we updated our chart of accounts to comply with the new Department of Treasury Standard? Is there a timeline for when this will be completed?**

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

- 19.) Was any department asked to reduce spending for the FY24 budget?**

All departments were asked to do this. The budget you received reflects all department recommendations. Only one general fund position was added due to the budget constraints. As mentioned, we will look at long-time vacancies for next year and other efficiencies that can be found in the budget as we will not have ARPA to backfill.

- 20.) Income taxes – you talked a little bit about the 5% increase. FY21 to FY22 has about a 1.1% increase. Where’s the confidence that we’re getting such a big increase in revenue? Has something changed? Can you please break down where that money is coming from.**

Looking at April 18th YTD numbers, there is roughly a 14% increase in income tax revenue.

- 21.) Will the budget amendment being prepared reflect a significant increase in revenue than what was passed for the FY23 budget?**

As of now, we expect there will be an increase but can’t relay how much until we have closed out the 23 budgets with actuals.

- 22.) Can you please provide updated budget projections for FY23?**

At the end of the month, we will provide the Third Quarter Report that will include fiscal YTD amounts for departments. Unless a department specifically expresses that they will go over or under budget, then the projected will be the same as the adopted. If a budget amendment is necessary, it will be introduced to Council.

- 23.) Article 7 section 103 of the charter states that there should be a budget message and there shall be an explanation about what Council priorities were incorporated and what weren’t and an explanation of why not for items not included. This was not provided – please provide to Council.**

Council priorities were considered, but most of the Council priorities were for increased funding and, as has been pointed out in many of these questions, the budget cannot sustain increases in general fund spending for more positions. We included some one-time funding as per Council requests. And we are looking at positions that are fee-generated (LEDC, Code, etc). But many of the positions requested are new costs to the budget that can’t be afforded. Council did not include any position cuts, and we hope to see those recommendations in the future budget priorities.

- 24.) What is this budget doing to address the structural deficit? You’ve mentioned a team but can you provide any concrete answers.**

Desiree Kirkland, Jackson Mills, Shelbi Frayer, and Jane DiSessa have discussed potential options. We welcome Council recommendations as well and will reach out to city unions and others.

- 25.) What is the timeline for coming up with a plan to address the City’s structural deficit?**

We have the budget for this year and will provide a balanced budget for next year. While we expect to have less dollars in the 2025 budget due to not having ARPA to backfill, we will look at all the revenues and expenses as we create the budget for the 2024-25 fiscal year. Because we know that we could have a deficit to start, we will be working on solutions as soon as this budget is done and are committed to providing a balanced budget each year as per law. When we have recommendations in the summer or early fall, we are happy to work with Council (before introducing the budget) so we can all be a part of any necessary actions that need to be taken.

26.) Who is on the financial health team the City is forming?

This question was answered more in-depth at the meeting and can be reviewed at the video recorded COW session.

27.) Please provide the income tax numbers the City collected for the last three years from the State tapes.

2021: \$714,072.03

2022:\$448,796.15

2023: \$525,687.87

There is roughly a 17% increase from 22 to 23.

28.) Why does the budget book have 0 increases in the projected year end for FY23 but everyone seems to be aware that their costs are going up?

At the end of the month, we will provide the Third Quarter Report that will include fiscal YTD amounts for departments. Unless a department specifically expresses that they will go over or under budget, then the projected will be the same as the adopted. If a budget amendment is necessary, it will be introduced to Council.

29.) Can the large fleet increases throughout departments be explained? Why did we go with a different model for vehicle budget allocation in FY23 than we are doing in FY24?

This question can be answered during the Public Service budget hearing.

30.) What inflation rate was built into the budget?

Cost increases were considered in the proposed budget by departments. Each department considered cost increases in their budgets.

31.) Is the City collecting interest on each of its funds, including enterprise funds?
a. Where is that money? How is it reflected in the budget?

Yes, the city is collecting money on funds, including enterprise funds. The money is put in their respective revenue accounts. For example, the general fund's interest revenue is in the "Interest Income" revenue line item.

City of Lansing, Michigan
Annual Debt Service By Fund as of July 1, 2021

City of Lansing PARKING FUND Annual Net Debt Service			
Date	Principal	Interest	Total Debt Service
6/30/2022	1,585,000	353,400	1,938,400
6/30/2023	415,000	297,850	712,850
6/30/2024	440,000	277,100	717,100
6/30/2025	460,000	255,100	715,100
6/30/2026	485,000	232,100	717,100
6/30/2027	510,000	207,850	717,850
6/30/2028	535,000	182,350	717,350
6/30/2029	560,000	155,600	715,600
6/30/2030	590,000	127,600	717,600
6/30/2031	615,000	98,100	713,100
6/30/2032	635,000	79,650	714,650
6/30/2033	655,000	60,600	715,600
6/30/2034	675,000	40,950	715,950
6/30/2035	690,000	20,700	710,700
6/30/2036	-	-	-
6/30/2037	-	-	-
6/30/2038	-	-	-
6/30/2039	-	-	-
6/30/2040	-	-	-
6/30/2041	-	-	-
6/30/2042	-	-	-
6/30/2043	-	-	-
6/30/2044	-	-	-
6/30/2045	-	-	-
6/30/2046	-	-	-
6/30/2047	-	-	-
6/30/2048	-	-	-
6/30/2049	-	-	-
6/30/2050	-	-	-
6/30/2051	-	-	-
6/30/2052	-	-	-
	\$8,850,000	2,388,950	11,238,950

CITY OF LANSING
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2021

	Business-type Activities - Enterprise Funds				Governmental Activities
	Sewage Disposal System	Municipal Parking System	Nonmajor Enterprise Funds	Total	
ASSETS					
Current assets					
Cash and cash equivalents	\$ -	\$ 4,406,369	\$ 200	\$ 4,406,569	\$ -
Cash and cash equivalents - restricted	2,437,390	-	-	2,437,390	-
Equity in pooled cash and investments	44,671,331	-	3,614,011	48,285,342	11,634,485
Receivables, net					
Customers	7,062,057	41,785	64,308	7,168,150	403,942
Interest	28,686	217,290	-	245,976	-
Lease	676,276	-	-	676,276	-
Inventories	314,657	-	45,079	359,736	458,932
Prepays	-	-	136,484	136,484	1,969,267
Total current assets	55,190,397	4,665,444	3,860,082	63,715,923	14,466,626
Noncurrent assets					
Lease receivable, net of current portion	4,744,326	19,178,024	-	23,922,350	-
Capital assets not being depreciated	31,407,072	12,199,600	403,387	44,010,059	92,892
Capital assets, net of accumulated depreciation	288,366,929	9,818,316	1,753,423	299,938,668	10,101,745
Total noncurrent assets	324,518,327	41,195,940	2,156,810	367,871,077	10,194,637
TOTAL ASSETS	379,708,724	45,861,384	6,016,892	431,587,000	24,661,263
DEFERRED OUTFLOWS OF RESOURCES					
Deferred amounts on refunding	949,548	3,322,433	-	4,271,981	-
Deferred outflows of resources related to pensions	819,387	229,278	457,053	1,505,718	-
Deferred outflows of resources related to OPEB	1,452,845	406,530	810,394	2,669,769	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	3,221,780	3,958,241	1,267,447	8,447,468	-
LIABILITIES					
Current liabilities					
Accounts payable	3,713,288	572,634	182,854	4,468,776	1,266,344
Accrued payroll	118,034	46,665	1,975	166,674	205,203
Deposit payable	-	69,300	-	69,300	-
Claims incurred but not reported	-	-	-	-	1,635,000
Accrued interest payable	537,630	2,433,929	580	2,972,139	5,046
Unearned revenue	-	-	324,913	324,913	-
Current portion of compensated absences	37,427	-	13,314	50,741	25,953
Current portion of long-term obligations	11,257,046	2,593,908	118,343	13,969,297	233,466
Total current liabilities	15,663,425	5,716,436	641,979	22,021,840	3,371,012
Noncurrent liabilities					
Compensated absences, net of current portion	414,892	127,308	227,216	769,416	872,585
Bonds and notes payable, net of current portion	83,791,503	30,635,852	-	114,427,355	1,165,929
Net pension liability	15,063,858	4,215,116	8,402,592	27,681,566	-
Net other post-employment benefits liability	8,051,894	2,253,053	4,491,331	14,796,278	-
Total noncurrent liabilities	107,322,147	37,231,329	13,121,139	157,674,615	2,038,514
TOTAL LIABILITIES	122,985,572	42,947,765	13,763,118	179,696,455	5,409,526
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows of resources related to pensions	1,450,686	405,926	809,190	2,665,802	-
Deferred inflows of resources related to OPEB	8,913,021	2,494,010	4,971,667	16,378,698	-
TOTAL DEFERRED INFLOWS OF RESOURCES	10,363,707	2,899,936	5,780,857	19,044,500	-
NET POSITION					
Net investment in capital assets	225,675,000	(7,889,411)	2,038,467	219,824,056	8,795,242
Restricted for bond reserves	2,437,390	-	-	2,437,390	-
Unrestricted	21,468,835	11,861,335	(14,298,103)	19,032,067	10,456,495
TOTAL NET POSITION	\$ 249,581,225	\$ 3,971,924	\$ (12,259,636)	\$ 241,293,513	\$ 19,251,737

The accompanying notes are an integral part of the financial statements.

CITY OF LANSING
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2021

	Business-type Activities - Enterprise Funds			Governmental Activities
	Sewage Disposal System	Municipal Parking System	Nonmajor Enterprise Funds	Internal Service Funds
			Total	
OPERATING REVENUES				
Charges for services	\$ 38,471,972	\$ 2,710,377	\$ 7,859,322	\$ 87,406,145
Intergovernmental	-	-	-	227,654
Other	-	-	-	93,789
TOTAL OPERATING REVENUES	38,471,972	2,710,377	7,859,322	87,727,588
OPERATING EXPENSES				
Personnel services	-	(1,692,779)	1,549,115	8,501,033
Purchase of goods and services	9,654,982	1,185,316	3,220,357	75,557,564
Other services and charges	77,624	-	-	-
Depreciation	9,876,478	1,249,037	91,892	2,258,179
TOTAL OPERATING EXPENSES	19,609,084	741,574	4,861,364	86,316,776
OPERATING INCOME	18,862,888	1,968,803	2,997,958	1,410,812
NONOPERATING REVENUE (EXPENSES)				
Interest revenue	163,449	1,024,999	1,230	-
Gain on sale of capital assets	-	-	-	226,306
Other	-	(171,260)	-	-
Interest expense and fees	(1,219,411)	(2,270,261)	(4,986)	(21,406)
TOTAL NONOPERATING REVENUES (EXPENSES)	(1,055,962)	(1,416,522)	(3,756)	204,900
NET INCOME BEFORE TRANSFERS	17,806,926	552,281	2,994,202	1,615,712
TRANSFERS IN	443,521	-	460,000	2,005,000
TRANSFERS OUT	-	(2,005,000)	(2,120,000)	-
TOTAL TRANSFERS	443,521	(2,005,000)	(1,660,000)	2,005,000
CHANGE IN NET POSITION	18,250,447	(1,452,719)	1,334,202	3,620,712
Net position (deficit), beginning of year	231,330,778	5,424,643	(13,593,838)	15,631,025
Net position (deficit), end of year	\$ 249,581,225	\$ 3,971,924	\$ (12,259,636)	\$ 19,251,737

The accompanying notes are an integral part of the financial statements.

CITY OF LANSING
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2022

	Business-type Activities - Enterprise Funds				Governmental Activities
	Sewage Disposal System	Municipal Parking System	Nonmajor Enterprise Funds	Total	
ASSETS					
Current assets					
Cash and cash equivalents	\$ -	\$ 3,188,257	\$ 200	\$ 3,188,457	\$ -
Cash and cash equivalents - restricted	2,441,780	-	-	2,441,780	-
Equity in pooled cash and investments	10,039,225	-	5,470,809	15,510,034	18,599,781
Receivables, net					
Customers	7,310,590	70,417	47,474	7,428,481	868,978
Interest	28,686	140,204	-	168,890	-
Contracts	682,232	280,391	-	962,623	-
Due from other funds	6,135,551	-	-	6,135,551	-
Due from other governmental units	26,101,046	-	-	26,101,046	-
Inventories	414,880	-	52,521	467,401	530,785
Prepays	-	-	-	-	1,507,562
Total current assets	53,153,990	3,679,269	5,571,004	62,404,263	21,507,106
Noncurrent assets					
Contract receivable, net of current portion	4,062,094	13,805,772	-	17,867,866	-
Capital assets not being depreciated	21,579,017	11,545,371	403,387	33,527,775	92,892
Capital assets, net of accumulated depreciation	299,039,021	9,170,031	1,665,549	309,874,601	9,230,319
Total noncurrent assets	324,680,132	34,521,174	2,068,936	361,270,242	9,323,211
TOTAL ASSETS	377,834,122	38,200,443	7,639,940	423,674,505	30,830,317
DEFERRED OUTFLOWS OF RESOURCES					
Deferred amounts on refunding	829,129	3,133,669	-	3,962,798	-
Deferred outflows of resources related to pensions	1,288,429	403,000	764,358	2,455,787	-
Deferred outflows of resources related to OPEB	911,015	284,950	540,459	1,736,424	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	3,028,573	3,821,619	1,304,817	8,155,009	-
LIABILITIES					
Current liabilities					
Accounts payable	6,153,736	101,647	257,335	6,512,718	1,472,854
Accrued payroll	129,895	53,061	9,548	192,504	380,021
Deposit payable	-	81,782	-	81,782	-
Claims incurred but not reported	-	-	-	-	1,500,000
Accrued interest payable	467,648	1,734,481	-	2,202,129	4,081
Due to other funds	-	1,867,157	-	1,867,157	-
Current portion of compensated absences	4,873	58,749	4,937	68,559	23,958
Current portion of long-term obligations	10,783,700	1,376,080	-	12,159,780	129,642
Total current liabilities	17,539,852	5,272,957	271,820	23,084,629	3,510,556
Noncurrent liabilities					
Compensated absences, net of current portion	494,265	68,668	251,741	814,674	929,226
Bonds and notes payable, net of current portion	73,590,940	29,168,330	-	102,759,270	1,036,287
Net pension liability	14,319,700	4,478,968	8,495,141	27,293,809	-
Net other post-employment benefits liability	7,890,161	2,467,913	4,680,826	15,038,900	-
Total noncurrent liabilities	96,295,066	36,183,879	13,427,708	145,906,653	1,965,513
TOTAL LIABILITIES	113,834,918	41,456,836	13,699,528	168,991,282	5,476,069
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows of resources related to pensions	344,882	107,875	204,601	657,358	-
Deferred inflows of resources related to OPEB	3,198,995	1,000,593	1,897,800	6,097,388	-
TOTAL DEFERRED INFLOWS OF RESOURCES	3,543,877	1,108,468	2,102,401	6,754,746	-
NET POSITION (DEFICIT)					
Net investment in capital assets	237,072,527	(6,695,339)	2,068,936	232,446,124	8,157,282
Restricted for bond reserves	2,441,780	-	-	2,441,780	-
Unrestricted	23,969,593	6,152,097	(8,926,108)	21,195,582	17,196,966
TOTAL NET POSITION (DEFICIT)	\$ 263,483,900	\$ (543,242)	\$ (6,857,172)	\$ 256,083,486	\$ 25,354,248

The accompanying notes are an integral part of the financial statements.

CITY OF LANSING
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2022

	Business-type Activities - Enterprise Funds			Governmental Activities
	Sewage Disposal System	Municipal Parking System	Nonmajor Enterprise Funds	Internal Service Funds
OPERATING REVENUES				
Charges for services	\$ 35,943,034	\$ 5,101,852	\$ 8,228,399	\$ 95,907,146
Other	-	-	-	58,951
TOTAL OPERATING REVENUES	35,943,034	5,101,852	8,228,399	95,966,097
OPERATING EXPENSES				
Personnel services	(796,916)	714,574	337,212	9,023,759
Purchase of goods and services	10,842,620	1,945,852	3,002,681	78,846,327
Other services and charges	24,005	4,650	-	-
Depreciation	9,898,880	2,067,069	87,874	2,109,769
TOTAL OPERATING EXPENSES	19,968,589	4,732,145	3,427,767	89,979,855
OPERATING INCOME	15,974,445	369,707	4,800,632	5,986,242
NONOPERATING REVENUE (EXPENSES)				
Interest income (loss)	199,619	493,047	5,996	-
Gain on sale of capital assets	-	-	-	134,526
Interest expense and fees	(2,271,389)	(5,377,920)	(1,164)	(18,257)
TOTAL NONOPERATING REVENUES (EXPENSES)	(2,071,770)	(4,884,873)	4,832	116,269
NET INCOME (LOSS) BEFORE TRANSFERS	13,902,675	(4,515,166)	4,805,464	6,102,511
TRANSFERS IN	-	-	625,000	-
TRANSFERS OUT	-	-	(28,000)	-
TOTAL TRANSFERS	-	-	597,000	-
CHANGE IN NET POSITION	13,902,675	(4,515,166)	5,402,464	6,102,511
Net position (deficit), beginning of year	249,581,225	3,971,924	(12,259,636)	19,251,737
Net position (deficit), end of year	\$ 263,483,900	\$ (543,242)	\$ (6,857,172)	\$ 25,354,248

The accompanying notes are an integral part of the financial statements.

FEE CHANGES



FY 2023/2024 Fee Changes

	From Current FY 2023	To Proposed FY 2024	Fund
Building Safety			
Paper application fee	27.50	35.00	Building Safety Fund
Investigation fee	150.00	200.00	Building Safety Fund
Paper application fee	27.50	35.00	Building Safety Fund
Investigation fee	150.00	200.00	Building Safety Fund
Paper application fee	27.50	35.00	Building Safety Fund
Investigation fee	150.00	200.00	Building Safety Fund
Investigation fee	150.00	200.00	Building Safety Fund
Code Compliance			
Lack of Certificate Fee	-	100.00	General Fund
Courts			
Default Fee - Late Assessment	25.00	30.00	General Fund
Alcohol/Drug Assessments	90.00	100.00	General Fund
South Capitol			
Reserved (SCR Back Surface Lot)	144.00	147.00	Municipal Parking Fund
Covered	117.00	120.00	Municipal Parking Fund
Roof	92.00	95.00	Municipal Parking Fund
North Grand			
Reserved - 1st floor	163.00	166.00	Municipal Parking Fund
Valet/Cage Area permit	163.00	166.00	Municipal Parking Fund
Reserved - 4th Floor Area	163.00	166.00	Municipal Parking Fund
Covered	143.00	146.00	Municipal Parking Fund
Roof	112.00	115.00	Municipal Parking Fund
North Capitol			
General	120.00	123.00	Municipal Parking Fund
Transient Parking Rates			
Hourly rate (LC)	2.00	3.00	Municipal Parking Fund
Daily Maximum (LC)	10.00	15.00	Municipal Parking Fund
Lost Ticket Fee (LC)	20.00	30.00	Municipal Parking Fund
Special Events			
Special Event fee	10.00	12.00	Municipal Parking Fund
Reserving a parking lot (per space)	20.00	30.00	Municipal Parking Fund
Adult Sports			
Recreational Softball League Team fee	240.00	250.00	General Fund
Co-ed and Womens's Softball	260.00	270.00	General Fund
Mens softball	325.00	335.00	General Fund
Mens double header softball	395.00	405.00	General Fund
Community Center-Seniors			
Senior out of town trips	75.00	100.00	General Fund
Community Center			
Kids Camp Resident Fee	40.00	80.00	General Fund
Kids Camp Pre Care Resident Fee	30.00	-	General Fund
Kids Camp Post Care Resident Fee	40.00	-	General Fund
Meeting rms outside of hours - non residents	85.00	120.00	General Fund
Community room outside of hours res	90.00	100.00	General Fund
N/R Com rm out of hours	85.00	150.00	General Fund
Gym out of hours -res	80.00	100.00	General Fund
Gym out of hours - non res	85.00	150.00	General Fund
Gym out of hour non athletic - nr	100.00	225.00	General Fund
Gym out of hours non athletic -res	95.00	150.00	General Fund
Kids Camp Resident Fee	40.00	80.00	General Fund
Kids Camp Pre Care Resident Fee	30.00	-	General Fund
Kids Camp Post Care Resident Fee	40.00	-	General Fund
Turner Dodge			
Short Ceremony Rental - res	-	175.00	General Fund
Short Ceremony Rental - non res	-	250.00	General Fund
Birthday Party - res	110.00	175.00	General Fund
Birthday Party - non res	-	250.00	General Fund
School Tours	75.00	125.00	General Fund
Resident first floor	120.00	125.00	General Fund
Non Res first floor	135.00	185.00	General Fund
Resident whole house	155.00	160.00	General Fund
Non Res whole house	170.00	240.00	General Fund
Guided Tour	-	10.00	General Fund
Administration			
1/2 day, Weekday, 1/2 pavilion	70.00	75.00	General Fund
1/2 day, Weekend, 1/2 pavilion	80.00	85.00	General Fund
1/2 day, holiday, 1/2 pavilion	100.00	105.00	General Fund
Whole day, weekday, 1/2 pavilion	140.00	150.00	General Fund
Whole day weekend, 1/2 pavilion	160.00	170.00	General Fund
Whole day, holiday, 1/2 pavilion	165.00	175.00	General Fund
1/2 day, weekday, whole pav	115.00	125.00	General Fund
1/2 day, weekend, whole pav	135.00	145.00	General Fund
1/2 day, holiday, whole pav	200.00	210.00	General Fund
Whole day, whole pav weekday	190.00	200.00	General Fund
Whole day, whole pav, weekend	220.00	235.00	General Fund
Whole day, whole pav, holiday	275.00	290.00	General Fund

FY 2023/2024 Fee Changes

	From Current FY 2023	To Proposed FY 2024	Fund
<u>Cemetery</u>			
Monument Cuts	150.00	250.00	Cemetery Fund
Cremation Tent Rental	-	250.00	Cemetery Fund
Cremation Tent Rental-Same Day Serv	-	300.00	Cemetery Fund
<u>Sewer</u>			
Sewer monthly fixed charge	13.00	13.60	Sewer Fund
Industrial Pretreatment Charge	6.15	6.45	Sewer Fund
Commodity Charge	7.70	8.00	Sewer Fund
<u>Public Service Operations and Maintenance</u>			
32 Gallon Cart	54.00	56.00	Refuse Fund
65 Gallon Cart	59.00	61.00	Refuse Fund
95 Gallon Cart	63.00	65.00	Refuse Fund
EOW 32 Gallon Cart	27.00	28.00	Refuse Fund
Bulk Rate (per item)	33.00	36.00	Refuse Fund
Commercial Recycling Fee	52.00	53.00	Recycling Fund
Recycle/Yard Waste Collection Fee	119.00	122.00	Recycling Fund

Mayor's Office

Description

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

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

Mayor's Office
Fiscal Year July 1, 2023 - June 30, 2024
Department Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2023 Projected Budget	FY 2024 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,002,787	1,103,844	1,103,844	1,090,320	-1.2%
Retirement/Fixed Benefits	447,444	419,214	419,214	487,259	16.2%
Total Personnel	1,450,231	1,523,058	1,523,058	1,577,579	3.6%
Operating					
Department Operations	115,420	111,589	111,589	134,200	20.3%
Information Technology Charge	72,815	77,593	77,593	87,289	12.5%
Fleet/Equipment Charge	12,452	17,000	17,000	18,000	5.9%
City 311 Service	-	40,692	40,692	33,949	-16.6%
Total Operating	200,687	246,874	246,874	273,438	10.8%
Total Expenditures	1,650,918	1,769,932	1,769,932	1,851,017	4.6%

Budgetary Explanation

Mayor's office is increasing expenditures for the Ramadan Dinner and the Veteran's Commission.

Office of Community Media

Description

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

Office of Community Media
Fiscal Year July 1, 2023 - June 30, 2024
Department Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2023 Projected Budget	FY 2024 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	362,910	443,443	443,443	459,628	3.6%
Retirement/Fixed Benefits	119,193	89,664	89,664	128,472	43.3%
Total Personnel	482,104	533,107	533,107	588,100	10.3%
Operating					
Department Operations	11,013	8,100	8,100	8,870	9.5%
Information Technology Charge	52,426	57,406	57,406	66,068	15.1%
Fleet/Equipment Charge	12,250	7,500	7,500	7,500	0.0%
Total Operating	75,689	73,006	73,006	82,438	12.9%
Total Expenditures	557,793	606,113	606,113	670,538	10.6%

Budgetary Explanation

No significant operation changes are budgeted directly in the Office of Community Media budget for FY 2024 except for increases to fuel costs and IT allocation.

Mayor's Office
Fiscal Year July 1, 2023 - June 30, 2024
Department Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2023 Projected Budget	FY 2024 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,002,787	1,103,844	1,005,707	1,090,320	8.4%
Retirement/Fixed Benefits	447,444	419,214	419,214	487,259	16.2%
Total Personnel	1,450,231	1,523,058	1,424,921	1,577,579	10.7%
Operating					
Department Operations	115,420	111,589	82,198	134,200	63.3%
Information Technology Charge	72,815	77,593	77,593	87,289	12.5%
Fleet/Equipment Charge	12,452	17,000	17,000	18,000	5.9%
City 311 Service	-	40,692	40,692	33,949	-16.6%
Total Operating	200,687	246,874	217,483	273,438	25.7%
Total Expenditures	1,650,918	1,769,932	1,642,404	1,851,017	12.7%

Budgetary Explanation

Mayor's office is increasing expenditures for the Ramadan Dinner and the Veteran's Commission.



Office of Community Media
Fiscal Year July 1, 2023 - June 30, 2024
Department Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2023 Projected Budget	FY 2024 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	362,910	443,443	362,859	459,628	26.7%
Retirement/Fixed Benefits	119,193	89,664	89,664	128,472	43.3%
Total Personnel	482,104	533,107	452,523	588,100	30.0%
Operating					
Department Operations	11,013	8,100	5,554	8,870	59.7%
Information Technology Charge	52,426	57,406	57,406	66,068	15.1%
Fleet/Equipment Charge	12,250	7,500	7,500	7,500	0.0%
Total Operating	75,689	73,006	70,460	82,438	17.0%
Total Expenditures	557,793	606,113	522,982	670,538	28.2%

Budgetary Explanation

No significant operation changes are budgeted directly in the Office of Community Media budget for FY 2024 except for increases to fuel costs and IT allocation.



Account	GL Desc	Object Desc	Cost	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>
				<u>Actuals</u>	<u>Adopted</u> <u>Budget</u>	<u>Projected</u> <u>Budget</u>	<u>Proposed</u> <u>Budget</u>
101.172300.702000.00000	MAYOR	SALARIES	172300	723,939.78	796,613.00	796,613.00	807,860.00
101.172300.707000.00000	MAYOR	TEMPORARY HELP	172300	118,557.81	111,000.00	111,000.00	118,000.00
101.172300.708000.00000	MAYOR	OVERTIME - SALARY	172300	701.54	-	-	-
101.172300.712000.00000	MAYOR	LONGEVITY	172300	500.00	400.00	400.00	800.00
101.172300.715300.00000	MAYOR	FRINGE BENEFITS - FIXED	172300	447,443.96	419,214.00	419,214.00	487,259.00
101.172300.715400.00000	MAYOR	FRINGE BENEFITS - VARIABLE	172300	159,088.00	195,831.00	195,831.00	163,660.00
101.172300.741000.00000	MAYOR	MISCELLANEOUS OPERATING	172300	67,158.58	65,000.00	65,000.00	75,000.00
101.172300.741001.00000	MAYOR	CORONAVIRUS MISC EXP	172300	-	-	-	-
101.172300.741006.00000	MAYOR	SWAG EXP	172300	446.10	-	-	-
101.172300.741200.00000	MAYOR	PROMOTION	172300	-	1,500.00	1,500.00	1,500.00
101.172300.742100.00000	MAYOR	FUEL	172300	2,283.85	1,200.00	1,200.00	2,200.00
101.172300.743000.00000	MAYOR	CONTRACTUAL SERVICES	172300	-	-	-	-
101.172300.743175.00000	MAYOR	MICHIGAN SALES TAX EXPENSE	172300	-	-	-	-
101.172300.743311.00000	MAYOR	CITY 311 ALLOC	172300	-	40,692.00	40,692.00	33,949.00
101.172300.743720.00000	MAYOR	INFORMATION TECHNOLOGY ALLOC	172300	72,815.00	77,593.00	77,593.00	87,289.00
101.172300.744110.00000	MAYOR	UTILITIES - CITY HALL	172300	9,922.80	12,500.00	12,500.00	12,500.00
101.172300.744200.00000	MAYOR	TELEPHONE	172300	9,066.62	16,000.00	16,000.00	17,000.00
101.172300.745200.00000	MAYOR	EQUIPMENT RENTAL	172300	12,452.02	17,000.00	17,000.00	18,000.00
101.172300.747000.00000	MAYOR	TRAINING	172300	1,327.40	3,500.00	3,500.00	-
101.172300.748000.00000	MAYOR	INSURANCE & BONDS	172300	11,698.07	11,889.00	11,889.00	12,000.00
101.172300.741259.00000	MAYOR	MAYOR'S RAM. DINNER	172300	12,870.00	-	-	13,000.00
101.172300.741007.00000	MAYOR	VETERAN COMM EXP	172300	-	-	-	1,000.00
101.172300.741508.00000	MAYOR	COMMUNITY FUNDED PROGRAMS	172300	646.47	-	-	-
				1,650,918.00	1,769,932.00	1,769,932.00	1,851,017.00

Account	GL Desc	Object Desc	Cost	<u>FY 2022</u> <u>Actuals</u>	<u>FY 2023</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2023</u> <u>Projected</u> <u>Budget</u>	<u>FY 2024</u> <u>Proposed</u> <u>Budget</u>
101.172310.702000.00000	OFFICE OF COMMUNITY MEDIA	SALARIES	172310	297,797.79	354,759.00	354,759.00	370,880.00
101.172310.707000.00000	OFFICE OF COMMUNITY MEDIA	TEMPORARY HELP	172310	-	10,000.00	10,000.00	10,000.00
101.172310.712000.00000	OFFICE OF COMMUNITY MEDIA	LONGEVITY	172310	2,400.00	2,400.00	2,400.00	2,400.00
101.172310.715300.00000	OFFICE OF COMMUNITY MEDIA	FRINGE BENEFITS - FIXED	172310	119,193.39	89,664.00	89,664.00	128,472.00
101.172310.715400.00000	OFFICE OF COMMUNITY MEDIA	FRINGE BENEFITS - VARIABLE	172310	62,712.54	76,284.00	76,284.00	76,348.00
101.172310.741000.00000	OFFICE OF COMMUNITY MEDIA	MISCELLANEOUS OPERATING	172310	5,399.63	1,000.00	1,000.00	1,000.00
101.172310.742100.00000	OFFICE OF COMMUNITY MEDIA	FUEL	172310	656.96	-	-	310.00
101.172310.743720.00000	OFFICE OF COMMUNITY MEDIA	INFORMATION TECHNOLOGY ALLOC	172310	52,426.00	57,406.00	57,406.00	66,068.00
101.172310.744200.00000	OFFICE OF COMMUNITY MEDIA	TELEPHONE	172310	1,752.25	2,500.00	2,500.00	2,500.00
101.172310.745200.00000	OFFICE OF COMMUNITY MEDIA	EQUIPMENT RENTAL	172310	12,249.98	7,500.00	7,500.00	7,500.00
101.172310.748000.00000	OFFICE OF COMMUNITY MEDIA	INSURANCE & BONDS	172310	3,204.31	4,600.00	4,600.00	5,060.00
				557,792.85	606,113.00	606,113.00	670,538.00

City Clerk

Description

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

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

City Clerk
Fiscal Year July 1, 2023 - June 30, 2024
Department Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2023 Projected Budget	FY 2024 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	732,593	899,281	899,281	927,258	3.1%
Retirement/Fixed Benefits	261,227	203,855	203,855	256,120	25.6%
Total Personnel	993,820	1,103,136	1,103,136	1,183,378	7.3%
Operating					
Department Operations	464,044	297,766	297,766	462,766	55.4%
Information Technology Charge	131,516	103,727	103,727	103,183	-0.5%
City 311 Service	-	37,562	37,562	31,338	-16.6%
Total Operating	595,560	439,055	439,055	597,287	36.0%
Total Expenditures	1,589,381	1,542,191	1,542,191	1,780,665	15.5%

Budgetary Explanation

The City Clerk's Office budget includes \$190,000 for the 2024 Primary Election. The city will be reimbursed by the State of Michigan for this election.

City Clerk
Fiscal Year July 1, 2023 - June 30, 2024
Department Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2023 Projected Budget	FY 2024 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	732,593	899,281	901,057	927,258	2.9%
Retirement/Fixed Benefits	261,227	203,855	203,855	256,120	25.6%
Total Personnel	993,820	1,103,136	1,104,912	1,183,378	7.1%
Operating					
Department Operations	464,044	297,766	275,930	462,766	67.7%
Information Technology Charge	131,516	103,727	103,727	103,183	-0.5%
City 311 Service	-	37,562	37,562	31,338	-16.6%
Total Operating	595,560	439,055	417,219	597,287	43.2%
Total Expenditures	1,589,381	1,542,191	1,522,131	1,780,665	17.0%

Budgetary Explanation

The City Clerk's Office budget includes \$190,000 for the 2024 Primary Election. The city will be reimbursed by the State of Michigan for this election.



Account	GL Desc	Object Desc	Cost	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>
				<u>Actuals</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>
				<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
101.172400.702000.00000	CITY CLERK	SALARIES	172400	424,521.74	432,235.00	432,235.00	456,048.00
101.172400.706400.00000	CITY CLERK	WAGES - ELECTION INSPECTOR	172400	118,909.77	200,000.00	200,000.00	200,000.00
101.172400.707000.00000	CITY CLERK	TEMPORARY HELP	172400	51,431.07	90,000.00	90,000.00	90,000.00
101.172400.708000.00000	CITY CLERK	OVERTIME - SALARY	172400	14,040.47	20,000.00	20,000.00	20,000.00
101.172400.712000.00000	CITY CLERK	LONGEVITY	172400	2,400.00	2,400.00	2,400.00	2,900.00
101.172400.715300.00000	CITY CLERK	FRINGE BENEFITS - FIXED	172400	261,226.75	203,855.00	203,855.00	256,120.00
101.172400.715400.00000	CITY CLERK	FRINGE BENEFITS - VARIABLE	172400	121,290.31	154,646.00	154,646.00	158,310.00
101.172400.741000.00000	CITY CLERK	MISCELLANEOUS OPERATING	172400	281,864.00	200,000.00	200,000.00	200,000.00
101.172400.741001.00000	CITY CLERK	CORONAVIRUS MISC EXP	172400	-	-	-	-
101.172400.741010.00000	CITY CLERK	SPECIAL ELECTION A	172400	113,430.53	25,000.00	25,000.00	190,000.00
101.172400.741200.00000	CITY CLERK	PROMOTION	172400	4,588.00	5,000.00	5,000.00	5,000.00
101.172400.741500.00000	CITY CLERK	ADVERTISING/PUBLISHING	172400	14,996.19	20,000.00	20,000.00	20,000.00
101.172400.743311.00000	CITY CLERK	CITY 311 ALLOC	172400	-	37,562.00	37,562.00	31,338.00
101.172400.743720.00000	CITY CLERK	INFORMATION TECHNOLOGY ALLOC	172400	131,516.00	103,727.00	103,727.00	103,183.00
101.172400.744110.00000	CITY CLERK	UTILITIES - CITY HALL	172400	29,044.38	30,000.00	30,000.00	30,000.00
101.172400.744200.00000	CITY CLERK	TELEPHONE	172400	6,993.93	5,000.00	5,000.00	5,000.00
101.172400.748000.00000	CITY CLERK	INSURANCE & BONDS	172400	13,127.44	12,766.00	12,766.00	12,766.00
				1,589,380.58	1,542,191.00	1,542,191.00	1,780,665.00

From: DiSessa, Jane B. <Jane.DiSessa@lansingmi.gov>
Sent: Thursday, May 4, 2023 3:56 PM
To: Linden, Emily K. <Emily.Linden2@lansingmi.gov>
Cc: Kirkland, Desiree A. <Desiree.Kirkland@lansingmi.gov>
Subject: RE: Follow up Questions from COW 4.24.23

Hi Emily,

Below is my response to the question for the Executive Assistant.

Question:

Please provide a list of what contractual services have been audited and what the findings are.

Response:

Initially, the review consisted of examining contracts of more than \$500,000 and it focused on vendors that were paid from the General Fund (101 Fund). The primary purpose of this review was to find potential financial savings by reviewing active vendors that either didn't have an active contract, or long-term vendors that hadn't been bid-out in the last 5 years. Findings indicated that the majority of the City's large vendors supported public services (sewers and streets) and not the General Fund. We also learned that the bid for fleet fuel will be sent out for rebid soon. For your information, a list of the vendors reviewed is attached. Note that these expenses were taken from FY '22. We are planning to run this report again after FY '23 closes and conduct further comparisons. Lastly, please know that this review did not delve into the contract's insurance status, licenses, etc.

Please note that I am also sending this response to Desiree so that she may include in the final document.

Lastly, with regards to your question about a few missing answers from various Departments---I checked my email and did find any questions. Please let me know which departments still need to respond to questions.

Thank you,

--Jane

Vendor Name	Payment	Primary Fund
INSITUFORM TECHNOLOGIES USA LLC	\$5,779,025.58	592
HOFFMAN BROTHERS INC	\$5,715,085.83	590
RAM CONSTRUCTION SERVICES OF MICHIGAN INC	\$5,429,887.39	585
CAPITAL AREA HOUSING PARTNERSHIP	\$3,713,500.61	273/263/252
HOLY CROSS SERVICES INC	\$3,266,171.66	273/264
LANSING BOARD OF WATER & LIGHT	\$3,150,312.94	101
DUNIGAN BROTHERS INC	\$2,585,883.88	590
FISHBECK	\$2,323,570.85	590
ANLAAN CORPORATION	\$1,512,771.28	273
DELTA DENTAL PLAN OF MICHIGAN	\$1,447,678.59	650
JOHNSON CONTROLS INC	\$1,370,972.97	410/585/101
LANSING PROPERTIES I LLC	\$1,321,100.48	281
ADVENT HOUSE MINISTRIES INC	\$1,312,481.39	273
STATE OF MICHIGAN - MDOT	\$1,264,356.67	202/590
R & R FIRE TRUCK REPAIR INC	\$1,212,542.44	410
OTIS ELEVATOR CO	\$1,173,612.48	585
LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORIT	\$1,136,636.15	101
DEWPOINT INC	\$1,048,400.35	630
AMWINS GROUP BENEFITS INC	\$993,685.48	650
MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY	\$961,497.00	101
LANSING HOUSING COMMISSION	\$887,267.34	273
WEX BANK	\$845,834.01	643
LEAVITT & STARCK EXCAVATING	\$819,492.88	412/585
ANGLIN CIVIL LLC	\$782,615.19	273
ERIC'S REFUSE LLC	\$661,708.00	101
LANSING ECONOMIC DEVELOPMENT CORPORATION	\$647,107.75	281
GOVCONNECTION INC	\$624,252.94	630
ENG INC	\$620,720.81	202
GRANGER	\$598,514.34	596/590/101
MAXORPLUS LTD	\$592,547.24	650
UNITED LAWNSCAPE INC	\$588,263.22	101/516/203

Description	Status/Notes
Sewers/Interceptor	Last Updated 1/2022, several open projects
Sanitary Sewers	Last Updated 1/2022, several open projects
Parking	Contract entered 6/2020
Sub Grant	Annual Contract/Subgrant Award
Sub Grant	Annual Contract/Subgrant Award
Utilities	Utilities
Sanitary Sewers	Contracted in 2020
Engineering/Sewers	Contract thru 11/2023
Bridge Repair	Contract thru 5/2023
Health Coverage	Rebid FY19/20
Construction/Repair	Contract started 11/2021
Brownfield	Brownfield
Sub Grant	Annual Contract/Subgrant Award
Streets	State Agency/Match/Debt Service
Install Purch Agree.	Installment Purchase- Debt service
Parking/Repairs	Contract thru 7/2025
LEPFA Fund	Annual LEPFA payment
IT services	Contract up 11/2023
Health Coverage	Rebid FY19/20
P/C Insurance	Last Bid in 2020
Sub Grant	Annual Contract/Subgrant Award
Fleet/Fuel	Due to Rebid
Paving/Parking	Bid Jan 2023
Construction/Cap Outlay	Contract entered 8/2021
Contracted Service	Bid 10/2022
Brownfield/Admin	Brownfield/Admin
IT software	Subscription Services
Streets	Contract thru 3/2024
Landfill fees/Operating	Contract thru 1/2024
Health Coverage	Rebid FY19/20
Contracted Service	Contract thru 3/2024

Resolution #2023-###

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:

Diane Gardin as an At-Large member for a term to expire June 30, 2027;
Kevin Bonds as the 2nd Ward member for a term to expire June 30, 2027;
Mary Toshach as an At-Large member for a term to expire June 30, 2027;

Board of Fire Commissioners:

Kathleen Tobe as the 3rd Ward member for a term to expire June 30, 2027;
Mallory Wallis as an At-Large member for a term to expire June 30, 2027;

Board of Police Commissioners:

Damon Milton as an At-Large member for a term to expire June 30, 2027;
Guillermo Lopez as the 3rd Ward member for a term to expire June 30, 2027;

Board of Public Service:

Jason Wilkes as an At-Large member for a term to expire June 2027;
Thomas Hickson Jr. as the 3rd Ward member for a term to expire June 30, 2027;

Board of Zoning Appeals:

Jordan Leaming as an At-Large member for a term to expire June 30, 2026;
Kurt Berryman as an At-Large member for a term to expire June 30, 2026;

Capital Area Transportation Authority Board:

Darlene Fancher as a City of Lansing member for a term to expire June 30, 2026;

Downtown Lansing, Inc. Board:

Karl Dorshimer as a City Representative member for a term to expire June 30, 2027;

Historic District Commission:

James Bell as an At-Large member for a term to expire June 30, 2026;

Lansing Entertainment and Public Facilities Authority Board of Commissioners:

Danielle Lenz as an At-Large member for a term to expire June 30, 2026;
Larry Leatherwood as an At-Large member for a term to expire June 30, 2026;
Maureen Saxton as an At-Large member for a term to expire June 30, 2026;

Lansing Gateway Corridor Improvement Authority Board of Directors (North Grand River):

Dianne Hartwell as a Resident member for a term to expire June 30, 2027;

Michigan Avenue Corridor Improvement Authority Board of Directors:

Elaine Barr as a member for a term to expire June 30, 2027;

Joan Nelson as a member for a term to expire June 30, 2027;

Park Board:

Isaac Francisco as the 3rd Ward member for a term to expire June 30, 2027;

Planning Commission:

Monte Jackson as an At-Large member for a term to expire June 30, 2027;

WHEREAS, the Mayor's office has verified that the nominees have been vetted and meet 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:

Diane Gardin as an At-Large member for a term to expire June 30, 2027;

Kevin Bonds as the 2nd Ward member for a term to expire June 30, 2027;

Mary Toshach as an At-Large member for a term to expire June 30, 2027;

Board of Fire Commissioners:

Kathleen Tobe as the 3rd Ward member for a term to expire June 30, 2027;

Mallory Wallis as an At-Large member for a term to expire June 30, 2027;

Board of Police Commissioners:

Damon Milton as an At-Large member for a term to expire June 30, 2027;

Guillermo Lopez as the 3rd Ward member for a term to expire June 30, 2027;

Board of Public Service:

Jason Wilkes as an At-Large member for a term to expire June 2027;

Thomas Hickson Jr. as the 3rd Ward member for a term to expire June 30, 2027;

Board of Zoning Appeals:

Jordan Leaming as an At-Large member for a term to expire June 30, 2026;

Kurt Berryman as an At-Large member for a term to expire June 30, 2026;

Capital Area Transportation Authority Board:

Darlene Fancher as a City of Lansing member for a term to expire June 30, 2026;

Downtown Lansing, Inc. Board:

Karl Dorshimer as a City Representative member for a term to expire June 30, 2027;

Historic District Commission:

James Bell as an At-Large member for a term to expire June 30, 2026;

Lansing Entertainment and Public Facilities Authority Board of Commissioners;
Danielle Lenz as an At-Large member for a term to expire June 30, 2026;
Larry Leatherwood as an At-Large member for a term to expire June 30, 2026;
Maureen Saxton as an At-Large member for a term to expire June 30, 2026;

Lansing Gateway Corridor Improvement Authority Board of Directors (North Grand River):
Dianne Hartwell as a Resident member for a term to expire June 30, 2027;

Michigan Avenue Corridor Improvement Authority Board of Directors:
Elaine Barr as a member for a term to expire June 30, 2027;
Joan Nelson as a member for a term to expire June 30, 2027;

Park Board:
Isaac Francisco as the 3rd Ward member for a term to expire June 30, 2027;

Planning Commission:
Monte Jackson as an At-Large member for a term to expire June 30, 2027.

Boak, Sherrie

From: DiSessa, Jane B.
Sent: Wednesday, May 3, 2023 2:18 PM
To: Boak, Sherrie
Cc: Hetke, Veronica
Subject: Referral 4/24 Appointments

Dear Sherrie:

Regarding the appointments of:

- Don Sober: Don Sober is not subject to advice and consent of the Council so he should be removed.
- Laurie Baumer: Laurie Baumer is currently serving on the MI Ave CIA and her term doesn't expire until 2026 so she should be removed.
- Damon Milton: Damon Milton's address has been updated by Veronica and is correct on his application. Council is in possession of the updated information.
- Jordan Leaming: Jordan Leaming's address has been updated by Veronica and is correct on his application. Council is in possession of the updated information.

Appointment Process:

Please know that for all reappointments, our office reaches out to the appointee to inquire as to their interest in reappointment. If they are interested, the applicant is asked to confirm that the information contained on their on-file application is up to date. A resolution is not put forward if they do not respond to this request.

Upon confirmation of interest and application information, applicants are then vetted through LPD and City Treasury. For reappointments that are less than two years old, appointees are contacted in the same way, but are not re-vetted.

Appointment resolutions serve as written proof that the appointee passed vetting and has updated their contact information with our office.

In the future, any appointment questions may be sent Veronica Hetke---please "Cc" me. Let me know if any questions arise.

Your attention to this matter is appreciated.

---Jane

Jane Bais DiSessa

Deputy Mayor/Chief of Staff

Mayor's Office – Andy Schor, Mayor

124 W. Michigan Avenue | Lansing, MI 48933-1694

Boak, Sherrie

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 2:49 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: Friday, December 6, 2019 12:13 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	12/6/2019 
First Name	Diane
Middle	Genell
Last Name	Gardin

Other name(s) by which you have been known, including maiden names	Webster
Date of Birth	7/5/1960
Address	1028 Smith Ave.
City	Lansing
State	MI
Zip Code	48910
Email	deethepoet13@gmail.com
Gender	Female
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4
Precinct	Field not completed.
Best phone number to contact you	517-927-0581
Last 4 digits of social security number	8262
In what year did you move to Lansing?	1994
Additional information regarding experience and credentials	Previously member of Lansing State Journal Community Panel, Black Child & Family Institute Board Member previous Martin Luther King Jr. Holiday Commissioner,
Occupational Background	PLACE OF EMPLOYMENT (if employed): USDA Forest Service JOB TITLE (if employed): Support Services Specialist, Federal Women's Program Manager for Northern Research Station
Educational Background	Bachelor of Arts Degree in Communications from Michigan State University in 2007.
Previous Appointments	Martin Luther King, Commission
Current Appointments	Field not completed.
Please attach a resume if available	2018 Resume CR.docx

First choice for board to serve on	Mayor's Arts and Culture Commission
Second choice of a board to serve on	Mayor's Diversity Advisory Council
Third choice of a board to serve on	Capital Area District Library Board (CADL)
Fourth choice of a board to serve on	<i>Field not completed.</i>
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission	I would like to serve to expand my horizons and add an interesting dimension to my life. Serving on a boards can open my eyes to many new resources and services that my community offers. It's also a great way to develop a new area of interests or expertise that can come handy and even enhance my professional and personal portfolio. Hope to influence local government and policies. I want to connect with others in my community with similar interest. I will work with some talented and passionate people in my community, including highly accomplished individuals in their professional fields and very engaged citizens who have done amazing things in our community. I will develop a stronger sense of ownership when I find myself paying attention to many local issues beyond the scope of this board. I believe my experience and training will add value to the board.
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	Diane Genell Gardin

application is accurate to
the best of your knowledge

Date & Time	12/6/2019 12:30 PM
-------------	--------------------

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

Application for Appointment to Board or Commission

10/14/2021 9:48 AM (EDT)

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	10/14/2021
First Name	Kevin
Middle	Gregg
Last Name	Bonds
Date of Birth	03/03/1961
Address	101 E Jolly Road Unit B1
Zip Code	48910
Email	bondskg@aol.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	517-6627-112

In what year did you move to Lansing?	1961
Additional Information Regarding Experience and Credentials	Experienced financial and economic development professional. Experienced in place making
Occupational Background	Currently Administrator individual income tax division Michigan Department of Treasury
Educational Background	MBA- Management BBA - Business Administration AAS - Personnel Administration
Previous Appointments	RTAB board chair City of Lincoln Park
Please attach a resume if available.	<i>File(s) attached:</i>  Kevin_Bonds_Resume.docx
First Choice for Board to Serve on	Arts and Culture Board
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 am very interested in facilitating community involvement in arts & cultural events using an inclusive approach to enrich quality of life, appreciation of community and place making for City of Lansing as choice destination

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.

Kevin Bonds

Date & Time 10/14/2021 9:48 AM (EDT)

Receive an email copy of this form. Yes



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	11/15/2019 
First Name	Mary
Middle	Olds
Last Name	Toshach
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	 7/15/2019
Address	645 S Grand Ave
City	Lansing
State	MI
Zip Code	48933
Email	Mtoshach@gmail.com
Gender	Femail
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4
Precinct	Field not completed.
Best phone number to contact you	 517-230-4092
Last 4 digits of social security number	 9877

In what year did you move to Lansing?	1997
Additional information regarding experience and credentials	Been involved in arts and culture since a child. Initial area of study (while at Hillsdale College) was Art and History. Played flute through high school and into college; Father was an architect, mother was a jewelry artist and antique dealer, grandmother studied architecture and landscape architecture. Currently a board member of the Cherry Hill Neighborhood Assn.
Occupational Background	Currently operate a artisan jewelry and vintage goods store in REO Town Market place; Sr Operations Manager at the Historical Society of Michigan; Retail Director at the Michigan History Center (managed 6 stores across the state); Retail Director at the Children's Museum of Indianapolis; Planner for Indianapolis Historic District Commission
Educational Background	Undergraduate degree from Univ of Mi majoring in Art and Architectural History; Masters of Science in Historic Preservation with second major in Urban and Regional Planning;
Previous Appointments	Historic District Commission
Current Appointments	None
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Mayor's Arts and Culture Commission
Second choice of a board to serve on	Downtown Lansing Inc.
Third choice of a board to serve on	Planning Board
Fourth choice of a board to serve on	Parks Board
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	I would like to help Lansing continue to move forward and become a more vibrant and attractive city which will attract a new and diverse resident base.

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

Mary Toshach

Date & Time

11/15/2019 1:00 PM

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

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	11/25/2019
First Name	Kathy
Middle	Field not completed.
Last Name	Tobe
Other name(s) by which you have been known, including maiden names	Kathleen Tobe
Date of Birth	11/25/2019
Address	4030 Clayborn Road, Lansing, MI, USA
City	Lansing
State	MI
Zip Code	48911
Email	Ktobe07@gmail.com
Gender	Field not completed.
Find my ward:	Lansing Neighborhoods Ward Map
Ward	3
Precinct	Field not completed.
Best phone number to contact you	5179272956
Last 4 digits of social security number	9176
In what year did you move to Lansing?	1985

Additional information regarding experience and credentials	I have been a resident since 1985. Previous boards I have been on: President Churchill Downs Community Association, Lansing Neighborhood Council, Planning Committee. I have attended the Police Citizens Academy as well as the Lansing Citizens Academy. Currently I am an active member of Churchill Downs Community Association, a member of Lansing Neighborhood Watch Advisory Board. Secretary on the South Lansing Community Development Association board as well as the Market Manager at South Lansing Farmers Market
Occupational Background	I worked for 32 years for the Michigan Department of Corrections and retired in 2011.
Educational Background	Graduate of Michigan State University in 1981 with a Criminal Justice Degree.
Previous Appointments	Planning Board
Current Appointments	Neighborhood Watch Advisory Board
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Fire Commissioners
Second choice of a board to serve on	Police Commissioners
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	Living in the city over 30 years, I have had contact with many citizens who have strong feelings about both the Fire and Police Department. I would like to be a representative of people who do not think they have a voice in government.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements	I was a certified police officer who graduated from the Lansing Community College Academy and was a certified Emergency Medical Technician through the Health Department. I did not pursue those careers due to be hired by the Michigan Department of Corrections. My training did give me valuable

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

experience as a Corrections Officer, Sergeant and Lieutenant at Jackson Prison and in the Training Section where I had State-wide responsibilities for emergency services.

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

Kathleen Tobe

Date & Time

11/25/2019 1:15 PM

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

From: noreply@civicplus.com
Sent: Monday, April 26, 2021 6:30 AM
To: Hetke, Veronica; 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	4/26/2021
First Name	Mallory
Middle	Charles
Last Name	Willis
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	7/29/1957
Address	3500 Cambrey Drive
City	Lansing

State	Michigan
Zip Code	48906
Email	mallorywillis@comcast.net
Gender	Male
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4
Precinct	Field not completed.
Best phone number to contact you	517-886-0201
Last 4 digits of social security number	6903
In what year did you move to Lansing?	1965
Additional information regarding experience and credentials	State of Michigan Certified Inspector, State of Michigan Arson Inspector, Life Safety national Surveyor
Occupational Background	Lansing Fire Department Retired State of Michigan (Bureau of Fire Services) Fire Marshal Division) present
Educational Background	Lansing Catholic Central Lansing Community College
Previous Appointments	None
Current Appointments	Field not completed.
Please attach a resume if available	Field not completed.
First choice for board to serve on	Fire Commissioners
Second choice of a board to serve on	Field not completed.
Third choice of a board to serve on	Field not completed.
Fourth choice of a board to serve on	Field not completed.

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

I would like to give back to the Lansing community the Lansing Fire Department has always been a positive organization in the community, I hate to see the negative comments today. I think as a retired member and someone who believes that Lansing is a great place to raise a family I have something positive to offer.

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

Mallory Willis

Date & Time

4/26/2021 6:15 AM

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).

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(Section Break)

Date	5/13/2021 
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First Name	Damon
------------	-------

Middle	Jahaan
--------	--------

Last Name	Milton
-----------	--------

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

Address	1212 Maryland Street
---------	----------------------

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

State	MI
-------	----

Zip Code	48906
----------	-------

Email	vopdm@yahoo.com
-------	--

Gender	Male
Find my ward:	<u>Lansing Neighborhoods Ward Map</u>
Ward	1
Precinct	<i>Field not completed.</i>
Best phone number to contact you	517-803-1580
Last 4 digits of social security number	
In what year did you move to Lansing?	All my life
Additional information regarding experience and credentials	Serving the Lansing community for over 25 years as a local pastor, mentor, and counselor. I also serve as the . Current President Of The Greater Lansing Clergy Forum & Member Of The Mayor's Interfaith Advisory Council.
Occupational Background	Currently retired from and serving as a full time pastor
Educational Background	Some college- Ferris State University
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	Police Commissioners
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	My desire is to continue to build bridges between the Lansing Police Department and the citizens of Lansing. I hope to assist

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

in improving community relations with our law enforcement institution and ensure accountability and fair practices.

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 meet all the qualifications required for eligibility.

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

Damon Jahaan Milton

Date & Time

5/13/2021 2:30 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."

(Section Break)

Date	10/8/2020
First Name	Guillermo
Middle	Zamora
Last Name	Lopez
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	1/9/1950
Address	1927 Pleasant View Avenue
City	Lansing
State	Michigan
Zip Code	48910
Email	Zamorag0109@gmail.com

Gender	male
Find my ward:	Lansing Neighborhoods Ward Map
Ward	3
Precinct	25
Best phone number to contact you	517-974-5113
Last 4 digits of social security number	1148
In what year did you move to Lansing?	1984
Additional information regarding experience and credentials	My background is in social work, conflict mediation, and enforcement of local policy, state, and federal employment/ civil rights, and disability laws and procedures.
Occupational Background	30 years with the Lansing Human Relations and Community Services Department; 6 years as Executive Director of the Spanish Speaking Representative Council, Inc., Bay City, MI.
Educational Background	Attended Pan American University, Edinburg, Tx., Saginaw Valley State College, University Center, MI, Lansing Community College and graduate of the Community Leadership Academy.
Previous Appointments	None with the City.
Current Appointments	Michigan Commission on Services to the Aging.
Please attach a resume if available	RESUME Revised 8 15 19.pdf
First choice for board to serve on	Police Commissioners
Second choice of a board to serve on	Lansing Entertainment and Public Facilities (LEPFA)
Third choice of a board to serve on	Airport Authority

Fourth choice of a board to serve on	Economic Development Corporation/Tax
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 wish to serve on the Police Commission to help the city in these times of divisiveness and lack of trust on our most needed institution.
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	Guillermo Z. Lopez
Date & Time	10/8/2020 11:15 AM

Boak, Sherrie

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 3:52 PM
To: Hetke, Veronica
Subject: Fw: Online Form Submittal: Application for Appointment to Board or Commission

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, January 18, 2018 12:29 AM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>
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. 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 Break)

Date	1/17/2018
First Name	Jason
Middle	Field not completed.
Last Name	Wilkes
Other name(s) by which you have been known, including maiden names	Field not completed.

Date of Birth	9/3/1974
Address	3218 Continental Dr.
City	Lansing
State	MI
Zip Code	48911
Email	jason.wilkes724@gmail.com
Gender	Gender
Ward	3
Precinct	30
Best phone number to contact you	517-819-6111
Last 4 digits of social security number	9827
In what year did you move to Lansing?	2008
Additional information regarding experience and credentials	Vice President of Averill Woods Neighborhood Association, former Board Member of the Lansing Neighborhood Council, Member of the Lansing Branch of NAACP, Member of A. Philip Randolph Institute. Many years of service to my community in many ways. Starting with the Lansing Police Explorers in 1991. Committed to the betterment of the citizens of Lansing that have not had a voice for so long. We must get back to ethics and integrity in City Government. Strong advocate for Buy local support local small businesses.
Occupational Background	Lansing Police Explorer, Manufacturing and Assembly, UAW Union Steward, UAW Community Service Chairman, UAW CAP Delegate, Human Resources Supervisor
Educational Background	LCC Criminal Justice program and Cornerstone University Bachelors Degree in Business Management. many courses in Human Resources
Please attach a resume if available	<u>Lans Resume 2018.docx</u>
First choice for board to serve on	Public Service

Second choice of a board to serve on	Planning Board
Third choice of a board to serve on	Economic Development Corporation/Tax
Fourth choice of a board to serve on	Police 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	These boards are critical to the growth of our city and I believe that I have a lot to offer. Some members have served numerous years and not offered much. We need members that are going to work and do the homework to make this city a true "World Class City". I will be engaged with my Board and encourage others to be engaged as well. I will make myself available to my constituents and I will keep them up to date on our progress.
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	Jason Wilkes
Date & Time	1/17/2018 11:45 PM

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

From: noreply@civicplus.com
Sent: Friday, August 28, 2020 12:14 PM
To: Hetke, Veronica; 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	8/28/2020
First Name	Thomas
Middle	Michael
Last Name	Hickson, Jr.
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	6/19/1974
Address	2012 Rossiter, Thomas Hickson
City	LANSING

State	MI
Zip Code	48911
Email	tomhickson@hotmail.com
Gender	male
Find my ward:	Lansing Neighborhoods Ward Map
Ward	3
Precinct	31
Best phone number to contact you	5177124911
Last 4 digits of social security number	5736
In what year did you move to Lansing?	2003. I previously lived here from 2000-2002 as well.
Additional information regarding experience and credentials	Previous employment included eight years as Legislative Director for the Michigan Association of Counties. Also was the Legislative Liaison for the Department of Environmental Quality and worked on infrastructure issues in that role.
Occupational Background	I currently serve as the Vice President for Public Policy and Advocacy at the Michigan Catholic Conference. I have worked at the State Capitol in various public policy roles since 1996.
Educational Background	Bachelors of Political Science and Economics Albion College, cur laude, 1996. I also took some master's level courses on Public Administration at Western Michigan University.
Previous Appointments	Habitat for Humanity Capitol Region Board of Directors
Current Appointments	none
Please attach a resume if available	RESUM6EA.doc
First choice for board to serve on	Public Service
Second choice of a board to serve on	Capital Region Airport Authority (CRAA)
Third choice of a board to serve on	Mayor's Interfaith Advisory Council

Fourth choice of a board to serve on *Field not completed.*

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 Lansing resident living in the third ward, I have a tremendous interest in the quality of life for this city. I have chosen to live here and have been in my current home since 2003. Previously I lived in the city from 2000-2002.

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

Thomas Hickson

Date & Time

8/28/2020 12:15 PM

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Application for Appointment to Board or Commission

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(Section Break)

Date	6/24/2020 
First Name	Jordan
Middle	G.
Last Name	Leaming
Other name(s) by which you have been known, including maiden names	Jordan Leaming
Date of Birth	
Address	1529 Cambridge Rd.
City	Lansing
State	Michigan
Zip Code	48911

Email	jordanleaming@gmail.com
Gender	<i>Field not completed.</i>
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4
Precinct	<i>Field not completed.</i>
Best phone number to contact you	(517) 488-8988
Last 4 digits of social security number	
In what year did you move to Lansing?	2010
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	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

Field not completed.

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

Jordan Leaming

Date & Time

6/24/2020 6:30 AM

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Boak, Sherrie

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 2:02 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, June 23, 2020 3:38 PM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>; Mayor Intern <Mayor.Intern@lansingmi.gov>; Tim.Hilton@lansingmi.gov <Tim.Hilton@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).

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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	6/23/2020 
First Name	Kurt
Middle	F
Last Name	Berryman

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

Date of Birth 3/10/1964

Address 804 W. Ottawa

City Lansing

State MI

Zip Code 48915

Email kberryman@acd.net

Gender M

Find my ward: [Lansing Neighborhoods Ward Map](#)

Ward 1

Precinct *Field not completed.*

Best phone number to contact you 517-449-9973

Last 4 digits of social security number 4874

In what year did you move to Lansing? 2005

Additional information regarding experience and credentials Lawyer, Former Congressional and State Legislative Chief of Staff, Former Downtown Development Authority member, Member of State Bar of Michigan, Member of Michigan Chamber of Commerce Taxation section. EOCC member two terms.

Occupational Background Association Lobbyist with Downtown office

Educational Background BS Central Michigan University, JD Thomas Cooley Law School

Previous Appointments Elected Officers Compensation Commission

Current Appointments Zoning Board of Appeals

Please attach a resume if available *Field not completed.*

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	Potter Park Zoo
Fourth choice of a board to serve on	Economic Development Corporation/Tax
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 have served on both the Zoning Board of Appeals and the Elected Officers Compensation Commission for the City of Lansing. I enjoy serving the community. My family resides in downtown Lansing and I believe service is important.
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	Kurt Berryman
Date & Time	6/23/2020 3:30 PM

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From: noreply@civicplus.com
Sent: Wednesday, January 31, 2018 2:25 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. 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 Break)

Date	1/31/2018 
First Name	Darlene
Middle	J
Last Name	Fancher
Other name(s) by which you have been known, including maiden names	Dusty Fancher
Date of Birth	
Address	1319 Chester Road
City	lansing
State	MI

Zip Code	48912
Email	Fancher@midweststrategy.com
Gender	Female
Ward	1
Precinct	03
Best phone number to contact you	5177496202
Last 4 digits of social security number	9486
In what year did you move to Lansing?	2000
Additional information regarding experience and credentials	I have 20 years of experience in transportation policy, with a specific focus on public transportation.
Occupational Background	Governmental Relations and Public Policy
Educational Background	B.A. Michigan State University, Community Relations, with Honor M.S. Michigan State University, Resource Development
Please attach a resume if available	Dusty Fancher 2018.pdf
First choice for board to serve on	Capital Area Transportation Authority (CATA)
Second choice of a board to serve on	Field not completed.
Third choice of a board to serve on	Field not completed.
Fourth choice of a board to serve on	Field not completed.
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	With a background in public transportation at the state level, I would love to bring this perspective to the CATA Board. As the transit agency that lawmakers see when they are in Lansing for session, I believe that CATA can play a bigger role with policy decisions at the state capitol. I would love to help with that.

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
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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	Dusty Fancher
--	---------------

Date & Time	1/31/2018 2:30 PM
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Application for Appointment to Board or Commission

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Date	2/15/2023
First Name	Karl
Middle	R.
Last Name	Dorshimer
Date of Birth	08/02/1959
Address	10568 Pryor Rd.
City	Portland
State	MI
Zip Code	48875
Email	karl@lansingedc.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	Regional
------	----------

Best Phone Number to Contact You	17-243-3512
In what year did you move to Lansing?	NA
Additional Information Regarding Experience and Credentials	Certified Economic Developer, Economic Development Finance Professional, 25 years as an economic development professional.
Occupational Background	Currently the President and CEO of the Lansing Economic Development Corporation
Educational Background	Attended K-12 in Lansing Public Schools Graduate of Sexton High School BS From Michigan State University
Current Appointments	Next Michigan Development Corporation Board; Downtown Lansing Inc. Board
First Choice for Board to Serve on	Downtown Lansing Inc. Board of Directors
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 have been working in economic development in Lansing including in the downtown area for over 25 years. I wish to continue serving on the DLI Board to help redevelopment and improve downtown Lansing.
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 am currently serving on the DLI Board and remain qualified to do so.

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.

Karl R. Dorshimer

Date & Time 2/15/2023 12:00 PM (EDT)

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 3:51 PM
To: Hetke, Veronica
Subject: Fw: Online Form Submittal: Application for Appointment to Board or Commission

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, February 11, 2018 7:23 PM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>
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. 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:

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- 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 Break)

Date	2/11/2018
First Name	James
Middle	Roger
Last Name	Bell
Other name(s) by which you have been known, including maiden names	Field not completed.

Date of Birth	8/24/1949
Address	511 Fulton Place
City	Lansing
State	MI
Zip Code	48915
Email	JRBELL.phd49@gmail.com
Gender	Gender
Ward	4
Precinct	Field not completed.
Best phone number to contact you	5174206964
Last 4 digits of social security number	8896
In what year did you move to Lansing?	2004
Additional information regarding experience and credentials	Ph.D. in Medieval Studies and History
Occupational Background	Teacher Lansing School District
Educational Background	BA, MA, MA, pH.D
Please attach a resume if available	Field not completed.
First choice for board to serve on	Historic District Commission
Second choice of a board to serve on	Ethics Board
Third choice of a board to serve on	Field not completed.
Fourth choice of a board to serve on	Field not completed.

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 have been a building foreman, painting contractor and a trained historian. I have worked on home restoration in Vermont and Washington D.C.

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

James Roger Bell

Date & Time

2/11/2018 7:30 PM

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For more information please visit <http://www.symanteccloud.com>

Boak, Sherrie

From: noreply@civicplus.com
Sent: Sunday, August 16, 2020 4:49 PM
To: Hetke, Veronica; Mayor Intern
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

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(Section Break)

Date	8/16/2020
First Name	Danielle
Middle	Field not completed.
Last Name	Lenz
Other name(s) by which you have been known, including maiden names	Danielle Artibee
Date of Birth	9/3/1987
Address	1825 Vassar Dr
City	Lansing

State	MI
Zip Code	48912
Email	lenzdaniellem@gmail.com
Gender	Field not completed.
Find my ward:	<u>Lansing Neighborhoods Ward Map</u>
Ward	1
Precinct	Field not completed.
Best phone number to contact you	5172822330
Last 4 digits of social security number	7255
In what year did you move to Lansing?	2011
Additional information regarding experience and credentials	As a current board member and previous president of Cristo Rey Community Center, I know what it takes in order to build and maintain an engaged board. As well as help grow the Center, grow the development department and oversee the Center. As a member of the promotions committee for Downtown Lansing Inc., I play an integral part in continuously promoting Downtown Lansing and all it has to offer. While on the promotions committee, I also sat on the Silver Bells in the City committee and developed the social strategy and maintained the social accounts for this spectacular event.
Occupational Background	Professionally, I am the director of public relations and digital strategies at Edge Partnerships. This is a full-service marketing and public relations firm in downtown Lansing. During my career I have planned large-scale events such as the Pure Michigan Governor's Conference on Tourism. This conference took place at the Lansing Center. As well, I have helped promote downtown Lansing, Common Ground and more while at Edge. Prior to working at Edge Partnerships, I worked for LEPFA as a marketing intern for Common Ground Music Festival. This allows me to really understand LEPFA and what they offer the City of Lansing. Prior to LEPFA, I worked for the Michigan State Senate, this allowed me to gain knowledge of the legislature.
Educational Background	Michigan State University graduate with bachelor's degree in communications.

Previous Appointments	<i>Field not completed.</i>
Current Appointments	<i>Field not completed.</i>
Please attach a resume if available	<u>Danielle Lenz Resume 2019.pdf</u>
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 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 wish to serve on the LEPFA board because I would like to help increase the regional recognition and use of their venues, and help enhance the economic growth of our community.
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	Danielle Lenz

Boak, Sherrie

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 2:16 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: Monday, May 18, 2020 5:17 PM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>; Mayor Intern <Mayor.Intern@lansingmi.gov>; Tim.Hilton@lansingmi.gov <Tim.Hilton@lansingmi.gov>
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

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(Section Break)

Date	5/18/2020 
First Name	Larry
Middle	Lee
Last Name	Leatherwood

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

Date of Birth

9/7/1939

Address

812 Canton Dr.,

City

Lansing

State

Michigan

Zip Code

48917

Email

larrlth@aol.com

Gender

Male

Find my ward:

[Lansing Neighborhoods Ward Map](#)

Ward

Regional

Precinct

Not a resident of Lansing (Delta Township)

Best phone number to contact you

517.321.0132

Last 4 digits of social security number

557

In what year did you move to Lansing?

0000

Additional information regarding experience and credentials

Served as a Commissioner on the Lansing Public Facilities and Entertainment Authority board for one term

Occupational Background

Retired Deputy Director Michigan Department of Transportation

Educational Background

Masters of Public Administration, Senior Executive Consultant
Harvard University

Previous Appointments

See Bio to be provided.

Current Appointments

Same

Please attach a resume if available

[LARRY Bio-2-3 \(1\) \(1\) \(2\) \(3\).docx](#)

First choice for board to serve on

Lansing Entertainment and Public Facilities (LEPFA)

Second choice of a board to serve on	Board of Water and Light
Third choice of a board to serve on	Lansing Entertainment and Public Facilities (LEPFA)
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	My interest is to continue serving on the LEPFA board because the work of the board and staff contributes vastly to opportunities for the citizens of Lansing and elsewhere to have a location to host various types of events that are beneficial to the City of Lansing as well as the State of Michigan.
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	Larry Lee. Leatherwood
Date & Time	5/18/2020 5:15 PM

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

Application for Appointment to Board or Commission

04/16/2023 9:37 AM (EDT)

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	04/16/2023
First Name	Maureen
Middle	McNulty
Last Name	Saxton
Other name(s) by which you have been known, including maiden names	Maureen McNulty
Date of Birth	09/04/1966
Address	1212 Verbena Lane
City	Dewitt
State	MI
Zip Code	48820
Email	maureensaxton.MI@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	Regional
Best Phone Number to Contact You	5178995513
In what year did you move to Lansing?	1992
Occupational Background	Communications, public relations, media, journalism
Educational Background	BA
Previous Appointments	LEPFA
Current Appointments	LEPFA
Please attach a resume if available.	<i>File(s) attached:</i>  Saxton_Resume 2023 .docx
First Choice for Board to Serve on	Lansing Entertainment and Public Facilities (LEPFA)
Second Choice of a Board to Serve on	Lansing Public Media Authority Board
Third Choice of a Board to Serve on	Michigan Avenue Corridor Improvement Authority
Fourth Choice of a 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.	I currently serve on LEPFA's Board of Commissioners. I believe my background assists and will continue to assist LEPFA as we implement strategic improvements. [REDACTED]
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.	At this time, I am not aware of anything that would disqualify me from serving.

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. Maureen McNulty Saxton

Date & Time 04/16/2023 12:00 PM (EDT)

Receive an email copy of this form. Yes

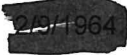
Thank you for your interest in serving on a Lansing Board, Commission or Committee.

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(Section Break)

Date	2/19/2020 
First Name	Dianne
Middle	L
Last Name	Hartwell
Other name(s) by which you have been known, including maiden names	Lewis
Date of Birth	
Address	3025 Cynwood st
City	Lansing
State	Mi
Zip Code	48906
Email	littlebless@comcast.net
Gender	female
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4

Precinct	<i>Field not completed.</i>
Best phone number to contact you	5173883367
Last 4 digits of social security number	1162
In what year did you move to Lansing?	1969
Additional information regarding experience and credentials	I lived on the northside of Lansing for over 30 years and presently still reside there. I have three childcare locations in the area and would love to see and participate in building up this area.
Occupational Background	Worked for the Urban League for two years, church youth programs for over 30 years. I became an entrepreneur and established and own three childcare locations on the northside for over 29 years.
Educational Background	I graduated in 1982 high school diploma. CDA (Child Development Associates) Numerous credits/workshops (child development and human resources) Presently attending school.
Previous Appointments	n/a
Current Appointments	n/a
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	North Grand River Ave. 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	I want to continue to pursue the goals that we have established in the past months to improve and make the Northside of Lansing Corridor an inviting and vibrant area that people would love visit or stay. I admire how Ms. Hannah and Ms.

ideas about how you wish to contribute to the work of the board or commission

Anum has been so persistent and very knowledgeable on bringing us together and coming up with a plan to succeed in making our area one of the best corridors. I will do all that I can to help build our area up-attending meetings, speaking out on our behalf, any leg work, etc. I helped establish a childcare union years ago, so I realize it will take work and time, something I'm willing to do to help accomplish whatever it takes to succeed.

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

n/a

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

Dianne I hartwell

Date & Time

2/19/2020 10:00 PM

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

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 4:04 PM
To: Hetke, Veronica
Subject: Fw: Online Form Submittal: Application for Appointment to Board or Commission

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, March 19, 2018 9:39 PM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>
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. 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).*

**The above requirements are only mandatory for charter boards.*

(Section Break)

Date	3/19/2018
First Name	Elaine
Middle	Margaret
Last Name	Barr

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

Date of Birth

6/18/1988

Address

519 S. Jenison Ave

City

Lansing

State

Michigan

Zip Code

48915

Email

elainembarr@gmail.com

Gender

Female

Ward

4

Precinct

Field not completed.

Best phone number to contact you

5174163732

Last 4 digits of social security number

0180

In what year did you move to Lansing?

2015

Additional information regarding experience and credentials

Field not completed.

Occupational Background

Attorney/Legal/Policy

Educational Background

J.D., Michigan State University College of Law, 2011 B.A., Political Science, University of Michigan 2008 Michigan Center High School, 2006

Please attach a resume if available

Resume_1242018.docx

First choice for board to serve on

Michigan Avenue Corridor Improvement Authority

Second choice of a board to serve on

Field not completed.

Third choice of a board to serve on

Field not completed.

Fourth choice of a board to serve on *Field not completed.*

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 am a co-owner of Strange Matter Coffee Company on Michigan Ave. In this capacity, and as a resident of the city of Lansing, I have a strong interest in working to ensure one of the city's primary arteries is thriving and lively. I think this can be accomplished by assessing and creating tailored development plans for micro-sections of the corridor (e.g. one part of Michigan Ave will have different barriers to development or strengths that promote development than the other). I believe the voices of the residential neighbors to the corridor play an important role and are critical for the success of the commercial enterprises.

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

Elaine Barr

Date & Time

3/19/2018 8:45 PM

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Application for Appointment to Board or Commission

02/15/2023 4:43 PM (EST)

Application for Appointment to Board or Commission

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

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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	02/15/2023
First Name	Joan
Middle	Marie
Last Name	Nelson
Date of Birth	02/22/1949
Address	217 Rosamond St
City	Lansing
State	MI
Zip Code	48912
Email	joannelsonlansing@gmail.com
Gender	F

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
------	--------

Best Phone Number to Contact
You

517-862-6918

In what year did you move to
Lansing?

1967

Additional Information Regarding
Experience and Credentials

I have lived on Lansing's Eastside, 1.5 blocks off E. Michigan Avenue since 1975, and have watched the steady transformation of the Avenue during that time. In addition to living just off-Avenue, I ran a business two blocks sound of the Avenue from 1984-94; and in 1999, became the founding director of Allen Neighborhood Center (ANC). ANC is a hub for neighborhood revitalization focusing on the northeast quadrant of the City. The condition and vitality of corridor businesses has been a long-standing concern of ANC.

Occupational Background

I served as Executive Director of Allen Neighborhood Center (ANC) from its founding in 1999 until August 2022. ANC is a non-profit hub for neighborhood revitalization and promotion of the health and well-being of residents and other stakeholders of Lansing's Eastside. We have learned the value over the last two decades of working simultaneously in health, housing, food access/security, youth development, and commercial corridor improvement. E. Michigan Avenue holds particular significance, given that it is not only the main street of the region, but the spine of the Eastside. It's steady improvement was and is a goal of ANC's strategic plan.

Educational Background

I have a BA in Social Science from MSU (1971) and an MA in Health Education/Exercise Physiology (1983).

Previous Appointments

Elected Officers Compensation Board, MI Ave Corridor Improvement Authority

Current Appointments

MI Ave Corridor Improvement Authority

Please attach a resume if
available.

File(s) attached:



Joan Resume modified 2023.doc

First Choice for Board to Serve
on

Michigan Avenue Corridor Improvement Authority

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.

Serving on the MI Ave CCIA aligns with professional and personal goals regarding the improvement and enhancement of this major Eastside corridor. Having served on this board since its establishment, I would like to finish key, foundational tasks and oversee improvements during what will likely be a transformational time over these next two 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.

Joan M Nelson

Date & Time

02/15/2023 12:00 PM (EST)

Receive an email copy of this form.

Yes

Application for Appointment to Board or Commission

02/03/2022 9:46 PM (EST)

Application for Appointment to Board or Commission

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

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Date	02/03/2022
First Name	Isaac
Middle	John
Last Name	Francisco
Other name(s) by which you have been known, including maiden names	Isaac Fuertsch
Date of Birth	02/25/1980
Address	4062 SEAWAY DR
City	LANSING
State	MI
Zip Code	48911
Email	isaac.john.francisco@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 3
Precinct	3-23
Best Phone Number to Contact You	5177558015
In what year did you move to Lansing?	2003
Additional Information Regarding Experience and Credentials	Serving on a city board will require patience and the ability to actively listen and I feel that the skills that I have gained in my professional life will help if I have the opportunity to serve on the Parks Board. I am a frequent volunteer in park clean up days and love every minute of my time at our many local parks.
Occupational Background	I am currently an assistant manager at a local branch of Lake Trust Credit Union.
Educational Background	I have an Associates of Business Administration from LCC, and am currently attending Northwood University and next year will complete my Bachelors of Business Administration.
Previous Appointments	None
Current Appointments	None
Please attach a resume if available.	<i>File(s) attached:</i>  Isaac Francisco Resume 2022.docx
First Choice for Board to Serve on	Parks Board
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 love to see more opportunities for access to parks and find ways to expand our events at our parks and researching a sustainable development plan for facilities improvement. Our city has been blessed with numerous and diverse parks and I would love to partner with the neighborhoods that they are situated in to envision a future where our parks serve our current residents and many generations in the future. I do not know enough to have specific goals for our parks yet, but would endeavor to listen, to learn, to advocate for sustainability and keep an open mind.
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 meet the qualifications above.

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. Isaac J Francisco

Date & Time 02/03/2022 9:40 PM (EST)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission


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(Section Break)

Date	11/6/2018 
First Name	Monte
Middle	D.
Last Name	Jackson
Other name(s) by which you have been known, including maiden names	Monte D. Jackson, II
Date of Birth	 1/24/1994
Address	716 Randall St.
City	Lansing
State	MI
Zip Code	48906
Email	jacksonmo@cooley.edu
Gender	Male
Ward	1

Precinct	<i>Field not completed.</i>
Best phone number to contact you	517-214-5927
Last 4 digits of social security number	6710
In what year did you move to Lansing?	1994
Additional information regarding experience and credentials	<i>Field not completed.</i>
Occupational Background	Real estate broker and appraiser
Educational Background	Juris Doctor Candidate - WMU Cooley Bachelor of Arts, Economics - Michigan State University
Please attach a resume if available	resume.pdf
First choice for board to serve on	Planning Board* Edited per Mr. Jackson's request.
Second choice of a board to serve on	Human Relations and Community Services Board (HRCS)
Third choice of a board to serve on	Lansing Housing Commission
Fourth choice of a board to serve on	Zoning Appeals
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 lifelong Lansing resident, I have great pride in the city and have aspirations of playing an active role in it's operation. As a member of the elected officers compensation commission, I intend to work in conjunction with other members to insure that compensation for our local officials remains competitive with similar positions, which will help attract the best talent. If not selected to elected officers compensation commission, I am more than willing to serve in another capacity or on another board where I can be of service.
Qualifications and Eligibility – At this time, if you do not	<i>Field not completed.</i>

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
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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	Monte D. Jackson II
--	---------------------

Date & Time	11/6/2018
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BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the City of Lansing submits the Annual Action Plan in order to receive Community Development fund resources, including Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) program funds, for the upcoming fiscal year 2023-2024; and

WHEREAS, the CDBG (\$2,070,597), HOME (\$833,394) and ESG (\$181,593) entitlement amount allocated to Lansing for the upcoming fiscal year is \$3,085,584; and

WHEREAS, the City of Lansing estimated amounts of program income (PI) and previous year's (PY) annual funding available for CDBG are \$75,000 (\$75,000 PI) and HOME \$70,000 (\$55,000 PI, \$15,000 PY); and

WHEREAS, the total amount of federal funding allocations, program income and previous year's funding equal \$3,230,584; and

WHEREAS, pursuant to program requirements, the city has conducted a citizen participation and open review process which has included meetings and public hearings; and

WHEREAS, the City has further promoted participation, input and review in the process by conducting two (2) separate advertised public hearings before the Lansing Planning Board, one on December 6, 2022 regarding housing and community development needs and one on February 7, 2023 regarding proposed Annual Action Plan program objectives and projected use of Federal entitlement and formula program funds; and

WHEREAS, the City did also initiate and carry out the required thirty (30) day public comment period on the proposed 2023-24 Annual Action Plan by publishing a notice of the availability of the plan in the Lansing City Pulse on March 22, 2023; and

WHEREAS, a public hearing was held before the Lansing City Council on April 24, 2023 to again receive citizen comments and recommendations and to give final review to the Annual Action Plan; and

WHEREAS, Federal regulations require the City to make certain certifications and assurances to HUD as a part of the City's application and Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing adopts the Annual Action Plan for the City of Lansing that includes housing and community development goals, objectives, strategies, and budget for the use of community development fund resources for fiscal year 2023-2024 as proposed by the Committee of the Whole; and

BE IT FURTHER RESOLVED that the Mayor, as the City's Chief Executive Officer, or his designee is hereby authorized to sign the Annual Action Plan and application for FY 2023-2024, including all understandings, assurances and certifications contained therein, and to submit the grant application to the Department of Housing and Urban Development; and

BE IT FINALLY RESOLVED that the Mayor or his designee is authorized, as the official representative of the City of Lansing, to set-up budget line items, provide any and all information, to act in connection with the Annual Action Plan application and to execute all agreements, contracts and legal documents, including the agreement between the City and the Department of Housing and Urban Development, to secure CDBG, HOME and ESG funding and implement the Annual Action Plan programs.