

AGENDA

Committee of the Whole AGENDA FOR MAY 15, 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 8, 2023
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Presentations:**
 - B. General Fund Status Report; Fiscal Year 2022-2023 Third Quarter
 - C. Employment Vacancy Factor Report; Fiscal Year 2022-2023 Third Quarter
- 6. Discussion/Action:**
 - D. Discussion- Budget Review
 - i. Budget Session April 10th Q & A
 - ii. Budget Session April 24th Q & A
 - iii. Budget Session May 1st Q & A
 - iv. Budget Session May 8th Q & A
 - E. DISCUSSION/ACTION - Budget Policies- Adopted with Budget
 - F. RESOLUTION - Fiscal Year Budget FY 2023/2024
- 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 8, 2023 @ 5:00 p.m.** **Tony Benavides Lansing City Council Chambers**

CALL TO ORDER

Council President Wood called the meeting to order at 5:00 p.m.

PRESENT

Council Member Carol Wood
Council Member Jeremy Garza
Councilmember Adam Hussain
Councilmember Peter Spadafore *excused*
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
Dominic Cochran, City TV
Chris Swope, City Clerk
Dennis Parker, UAW 2256
Barb Kimmel, EDP
Doris Witherspoon, EDP
Desiree Kirkland, Finance Director
Michael Lynn
Mark Lawrence, Mayor's Office
Erika Lynn
Elizabeth O'Leary, HR Director
Dan Conley, LFD Union
Ryan Wilcox, LPD Union
Jason Pung, LPD Union

Minutes

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE MINUTES FROM THE MAY 1, 2023 AS PRESENTED. MOTION CARRIED 7-0.

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Public Comment

Mr. Lynn spoke on his concerns with the Mayor's budget asking Council to ask for duties and abilities the positions hold in the Mayor's office, particularly the position for the executive at \$111,000. He then spoke on Charter violations and the stated fines, and asked Council to consider those violations on the Executive Office.

Ms. Lynn spoke on the Mayor's budget presentation on the agenda and asked for advocating for Council to ask about where the resources are, the spending cuts, and how it will impact the community.

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.

Mayor

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

Mr. Lawrence stated there were no significant changes.

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

Mr. Lawrence stated there were no changes.

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

Mr. Lawrence stated they have no rates or fees in the department.

Are there any major equipment purchases proposed in your budget?

Mr. Lawrence stated they do not have any major equipment purchases proposed.

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

Mr. Lawrence stated that they have no staffing changes.

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

Mr. Lawrence stated they did not get ARPA funds and this not applicable.

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. Lawrence stated this was not applicable.

Council President Wood recapped for Mr. Lawrence that the Mayor did receive \$1.9 million in ARPA funds to disburse and was given directly to his department. Mr. Lawrence stated he interpreted the question specific to the Mayor's office directly, which they did not get. Council President Wood stated that Council would be interested in a breakdown on where the \$1.9 million went. Mr. Lawrence disputed that Council has been kept apprised of the ARPA funds during the process. Council President Wood stated that all departments received this question on obtaining ARPA funds and reported where those funds went.

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Ms. Linden asked about their increase in the miscellaneous line item. Mr. Lawrence stated that a separate line item was set up for the Ramadan event along with a separate line item for the Veterans Committee. Regarding the question asked, the increase in miscellaneous was due to an increase in expenses based on more activity in their office. Ms. Linden asked for clarification on the statement for Ramadan and Veteran Committee and Mr. Lawrence confirmed they are separate line items now.

Council Member Spitzley asked Mr. Lawrence how the miscellaneous increased since he just stated as a response to the question that Ramadan and Veterans Committee have separate line items. Mr. Lawrence confirmed the increase in miscellaneous is due to activity in the office.

Council Member Hussain noted that in 2015 there were five (5) positions in the Mayor's department and now there are eight (8). Mr. Lawrence confirmed there are eight (8). Council Member Hussain asked what the roles were of those eight (8) positions. Mr. Lawrence provided details that the CSO is doing the work per the ordinance and special projects. The other positions include the Mayor and the Deputy Mayor. Ms. DiSessa explained her official position is Deputy Mayor Chief of Staff and the second Deputy Mayor is Ms. Frayer who is also the CSO. Ms. DiSessa defined her position as a authority position, and when the Mayor titles that changed duties for her and Mr. Frayer. Ms. DiSessa stated she is over internal departments and Ms. Frayer is the other departments and special projects. Ms. DiSessa role is the liaison to City Council, an executive assistant, special projects, liaison to special committees, on the Mayor's task force work and also represent the Mayor at specific events. Council Member Hussain asked how involved Ms. Frayer was in the budget because there is an ordinance that speaks to the role, and Council being told there is a \$11.6 million deficit and they are working on a plan.

Mr. Lawrence continued with listing the other staff including his role as Deputy Chief of Staff. Council Member Hussain asked again if there were any staff additions and Mr. Lawrence stated no, and his role as Citizen Advocate was approved by Council in 2018. Council Member Spitzley called point of order stated that Council did not approve the Citizen Advocate, they did the ordinance for the CSO, and have been told multiple times by OCA that they are not involved in the hiring or firing of positions. Council did not approve the deputy mayor's either, and the Charter speaks specifically to the Mayor and the Mayor's Executive Assistant, not deputy mayors. Council President Wood added to the explanation that in the budget there is a personnel line item, but it is not divided out by positions. Mr. Smiertka confirmed the Charter does only speak to the executive assistant to the Mayor and the term "deputy mayor" is used on as a title. Council Member Hussain explained his reason for the inquiry into these positions is to make sure Council and the public is aware of what they are getting out of each position. Mr. Lawrence outlined his position as Deputy Chief of Staff which includes run the administrative side of the office, provide resources to residents that call who have issues, advise the Mayor and assist in running the City. Lastly he referred the Council to his job description that was provided in 2022. Council Member Hussain admitted that he was in support of the Citizen Advocate position when it was created, however then the Mayor created the Neighborhoods and Citizen Engagement Department and recently a 311 phone system that takes all calls from all department main lines. He asked Mr. Lawrence if there was actually enough work for a Citizen Advocate considering all the other advocates.

Mr. Lawrence finished listing the rest of the staff in the Mayor's office being the labor negotiator, the CSO, and the digital media communications manager. It was noted that the digital manager is not paid for out of the Mayor's budget. And by bringing in Living Lansing in house they have been able to save funds. Council Member Hussain referred to the budget document and asked again for the eight (8) positions the Mayor stated were in his department, noting the documents specifically states the "communication and digital manager position moved to the Mayor's Office". Mr. Lawrence stated the other positions are the office manager and a scheduler. The scheduler's role is the person that does all the scheduling and the appointments to boards and commissions. Council Member Hussain asked

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what Scott Bean's role was and Mr. Lawrence stated it is the communications director. Council Member Hussain asked about the role of the faith based, noting it appeared the Mayor's office is continuing to add positions but the City and the citizens are not getting anything additional in services. Mr. Lawrence disagreed with Council Member Hussain. Council Member Hussain noted that he has not seen the return on the dollars, and everywhere he goes people talking about the spending and lack of service. There are multiple roles in the staff that are doing the same thing.

Council Member Spitzley asked if Ms. O'Leary was still the Labor Negotiator and Human Resources Director and Mr. Lawrence confirmed. Council Member Spitzley asked if her salary was budgeted in HR or the Mayor's office and Mr. Lawrence stated the Labor Negotiator is budgeted out of the Mayor's office.

Ms. DiSessa appealed to explain to Council that the mayoral staff works diligently to provide services to the community, adding that in his role Mr. Lawrence also works with legislative issues, works on proposals to legislatures and acts in her absence. Lastly she reiterated that they are still working on the deficit and have been working on it since she started.

Council Member Brown asked for governmental transparency in the Mayor's office, asking the Citizen Advocate go out to the community. He asked that they provide a calendar of where their staff will be out in the community so citizens are aware of their efforts. He then inquired into what role the office staff was doing since the administration has stated that 311 has been taking largely all the calls. Ms. DiSessa stated that when they look at an issue, everyone in the office may be involved. She assured the Council that they believe Mr. Lawrence is meeting with residents. Council Member Brown asked for assurance in reporting that the tax payers are getting and can see the action for the investment of their of tax payer dollars.

Council Member Garza noted the earlier statement where Mr. Lawrence stated they have not had any changes in service, but then went on to speak of all the changes in titles. And statements made on his role where he fills in for Ms. DiSessa but has only been to Council meetings 3 times since January. He then asked Ms. DiSessa why she does not live in the City and asked why the Mayor could not hire someone that was in the City. Mr. Lawrence stated it is illegal to require someone to live in the community they work in, and Council Member Garza acknowledged he is aware of the law, however the Mayor could have hired someone in the City who would be involved in their community. Ms. DiSessa briefly appealed to her understanding of her interest in the community, her role in looking for efficiency and work with the Mayor and Finance. Council Member Garza asked why the CSO was not present. Ms. DiSessa stated her understanding for this meeting was about the budget not the departments operations and management.

Council Member Spitzley asked if Scott Bean salary was coming out of the Mayor's office and Mr. Lawrence stated it is in the IT department budget. Council Member Spitzley asked why it was not part of the Mayor's eight (8) staff. Council Member Spitzley spoke briefly on her frustration that they have been aware of the structural deficit however have not addressed it and now are telling Council they will have a plan after the budget is adopted. The question was then asked if the CSO, Ms. Frayer is full time and Ms. DiSessa confirmed. Council Member Spitzley asked why Council has not had meetings with her quarterly per the ordinance. Council Member Hussain again referred to the Mayor's budget and the documents where it stated Mr. Bean was part of the Mayor's staff at \$90,000. Council Member Spitzley confirmed the same, and noted that when IT presented they said it was in their department, so there was confusion.

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Council Member Kost asked Ms. DiSessa if she had spoken to any residents today, when the last time was and if she has had any conversations on weekends. Ms. DiSessa stated she had not and the last time was the week before sometime, and there has been an issue where she did come in on the weekend. Council Member Kost referred to the Mayor's budget and the close to \$1 million in the office, and stated his frustration with the work performed in the Mayor's office for the \$1 million. Council Member Kost spoke briefly on the duties of the Deputy Mayor Ms. DiSessa and her continual response of "not prepared to respond to that", along with always being on her phone during Committee and Council meetings. Ms. DiSessa explained her reasoning for not having responses, and her contact during meetings on her phone to obtain information.

Council Member Spitzley stepped away from the meeting at 5:48 p.m.

Council Member Hussain reminded the Council that with the continual statement that the Administration will have a "plan" after the budget is adopted, Council can come up with a plan and approve it to start right now. Lastly, he explained to the staff that statements are not personal, but Council's task is to look at the budget line by line and ask the questions.

Council Member Spitzley returned to the meeting at 5:49 p.m.

Council Member Hussain then asked what the temporary staff are doing for the \$118,000. Mr. Lawrence confirmed they do have paid interns, but he could not confirm that the \$118,000 was inclusively for the interns, but is largely used for them. Council Member Hussain again stated comments were not personal, but Council struggles when they see the funds on salary in the Mayor's office, hear of the duties, but still get confronted by frustrated residents because the scheduler is never returning their calls. It is the understanding that if the scheduler only has that role and board appointments there appears to everyone they are not doing their job and positions should be looked at. He then concluded by stating that with a Faith Based position, a Citizen Advocate position, and department on Citizen Engagement there is no need for 311 and Lansing Connect. If Council does not see changes in the level of service, Council could have no choice but to cut positions.

Council President Wood reminded Council that they created the Chief Strategy Officer via ordinance, and even took funds from their budget to fund the positions. There is the expectation per the ordinance that Ms. Frayer is only doing the duties outlined in the ordinance and what she was hired to do. Council needs to look at shoring up the budget, and look at redundancies.

Mayor- Community Media

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

Mr. Cochran stated any increases are due to indicators from contract employees to full time.

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

Mr. Cochran stated there are no changes in services.

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

Mr. Cochran stated there are no rate or fee increases.

Are there any major equipment purchases proposed in your budget?

Mr. Cochran stated they do maintain an equipment locker and they are looking to upgrade and updating those items.

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

Mr. Cochran stated that they have no staffing changes.

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

Mr. Cochran stated they did not get ARPA funds and this not applicable.

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. Cochran stated this was not applicable.

Ms. Linden and City Council did not have any questions.

City Clerk

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

Mr. Swope stated there is an increase of over \$40,000 salary and benefits. Also \$200,000 expense line for the presidential primary slated for 2/27/2024, there will also be a corresponding income because the State does reimburse all direct costs and overtime.

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

Mr. Swope confirmed they will have changes because due to Proposal 2 of 2022 and will do a full presentation at a later meeting. In summary the changes allow for 9 days of early voting for state and federal elections, and they are trying to implement for city elections. Voters can also be on a permanent ballot list to get a ballot for every election. The proposal requires the state to pay the return postage on absentee applications and ballots. At this time, they are preparing a budget to pay directly, but through the end of this year, they will be reimbursement, so might the department might have to add this. Lastly, Mr. Swope pointed out that currently right now at the state level, the legislature is looking at moving the primary date from August to May, and if that passes his department could add expenses to this budget. If that occurs, he will be back before Council.

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

Mr. Swope stated there have not been any rate or fee increases.

Are there any major equipment purchases proposed in your budget?

Mr. Swope explained that the state covered the first five (5) years for tabulators, but now the City is responsible for the ongoing maintenance fees which is \$56,000 annually. Regarding laptops they have 20% repairs a year at \$20,000.

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

Mr. Swope stated they are not making any staffing changes. They traditionally contract seasonal for elections, and with the amount of hours of the 500 workers they . The hours of election workers (500 workers) 2-3 days, equals 5-6 year-round employees.

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

Mr. Swope confirmed their office 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. Swope confirmed this is not applicable.

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Ms. Linden and Council did not have any questions.

Union Representatives

Mr. Parker, Mr. Conley, Mr. Wilcox and Mr. Pung introduced themselves.

Council Member Garza asked them to consider any expenses for their departments they represent and propose their needs. He also informed them that he would be proposing using ARPA funds interest for hiring/signing bonuses for LPD like the LFD is already doing.

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

Mr. Conley appreciated the offer and admitted they are not fully staff and

Council Member Spitzley returned to the meeting at 6:07 p.m.

Council Member Hussain asked if \$5,000 was enough. Council Member Hussain explained that hearing from other municipalities that are offering bonuses this would attract more people. Council Member Hussain clarified he misunderstood and he thought he was proposing more funds to the home purchase program the City had. Council Member Spitzley recommended that they promote that housing program in their job postings because currently it is not well known.

Council Member Jackson asked the union leaders if their unions make political contributions to elected officials. Mr. Parker confirmed all unions have a PAC and Mr. Conley stated no dues can be given to a political party or person. Council Member Jackson asked if they can endorse, and he was informed only through the PAC. He then asked if they gave to the Mayor or any City Council member, and was told they were not sure what is given by the State. Mr. Parker and Mr. Wilcox confirmed they have endorsed. Council Member Jackson asked if they are at the table during contract bargaining and were told yes, along with Ms. O'Leary and sometimes the department director in the case of LPD and LFD. Council Member Jackson asked if they are close with the LFD and LPD Board of Commissioners, and was told they are not. Mr. Parker assured the Council that the unions have always come to the aid of the City when there are needs for cuts with pay cuts and furlough. Council Member Garza assured them that some Council Members have also given back 10% of their pay as well.

Council Member Hussain asked what their roles were when it comes to putting the budget together. Council was told they are not involved with the department budgets. Mr. Conley added his interest in addressing long term replacement plans for vehicles. Suggestions have been made to bring trash collection in house because the City is losing revenue with that. Council Member Hussain spoke briefly on stump removal plans, costs and potential of the City doing it. Mr. Parker stated it would all depend on the plan; chipping, hauling chips away, staffing and equipment.

Council Member Wood passed the gavel to Council Member Garza and stepped away from the meeting at 6:25 p.m.

Council Member Brown spoke specifically to LPD and LFD with his concerns that he is hearing that other police and fire departments in Michigan have 20-35% of the workload the LPD and LFD but with more pay, and that is a concern of his.

Council Member Spitzley asked about street sweeping.

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Council Member Wood returned to the meeting at 6:27 p.m.
Council Member Brown stepped away at 6:27 p.m.

She then asked for quarterly updates on the progress and areas. Mr. Parker acknowledged they have four (4) sweepers, but it is not a priority and sometimes staff is pulled from that project for potholes, barricades and street projects.

Council Member Brown returned to the meeting at 6:28 p.m.

Council Member Hussain asked about the positions open in yard waste and compost removal. Mr. Parker confirmed that in solid waste there is just one, however it does require a CDL and there are no candidates that come in with a CDL. They currently work 4- 10hour days, and if they have to work over, their overtime day is Friday. This does allow them to stay on track for the yard waste pick up rotation.

Council President Wood recapped earlier meetings where the Administration and Finance stated that there are talks that there is the potential that if a position is not filled and has not been filled for some time, they would just cut those positions. She asked them if that was done, how would that effect their departments, and all union leaders stated it would effective their services, and they can barely answer all the calls now, and this would give a bad sense of security and would be a horrible idea. Mr. Parker added that if you cut positions that would change what goes into the pension and would also require current employees to work overtime which would cost more and cause more burnout.

Council President Wood reminded the Council, Administration and the public of the next meeting on Thursday, May 11, 2023 @ 5:30 p.m. at Foster Community Center 2nd Floor.

Council President Wood distributed a spreadsheet that outlined potential 5% and 10% cuts out of all department operational budgets. This would result in only spending \$173,000 of rainy day fund if they do 5% and if they do 10% cut it could back into rainy day fund. Further discussions on this will occur at the meeting on Monday, May 15, 2023.

Discussion/Action

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

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE SUBSTITUTE FOR THE REAPPOINTMENTS AMENDED TO REFLECT THE CORRECTON TO THE SPELLING OF

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MALLORY WALLIS TO MALLORY WILLIS AND A TERMINATION DATE FOR JASON WILKES TO JUNE 30, 2027.

Ms. Boak explained the substitute corrects the resolution to reflect "Wallis" to "Willis" and adding "30" to the expiration date of Mr. Wilkes.

MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR REAPPOINTMENTS AS MAYOR'S OFFICE HAS COMMUNICATED VIA EMAIL THAT ALL REAPPOINTMENTS HAVE BEEN VETTED. MOTION CARRIED 7-0.

Council Member Jackson spoke on the BWL which he noted is not on the resolution and the LPD Board of Commissioners. He asked for a report from the Police Commissioners on how many complaints, he also voiced his concern with Mr. Milton as the department chaplain and a Police Commissioner. He will not ask for the positions to be voted on separately but will bring up again at Council.

RESOLUTION – CDBG Annual Action Plan

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE CDBG ANNUAL ACTION PLAN.

Council President Wood confirmed the presentations and public hearings were held.

MOTION CARRIED 7-0.

Other

No other topics of discussion.

Adjourn

The meeting adjourned at 6:44 p.m.

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



Chris Swope
Lansing City Clerk

May 4, 2023

President and Council Members
10th Floor City Hall
Lansing, MI 48933

Dear President and Council Members:

My office has received and placed on file this document from the Finance Director:

[General Fund Status Report; Fiscal Year 2022-2023 Third Quarter](#)

This document is available for review at the office of the City Clerk or at <http://www.lansingmi.gov/clerk> under the heading of Documents Placed on File.

Sincerely,

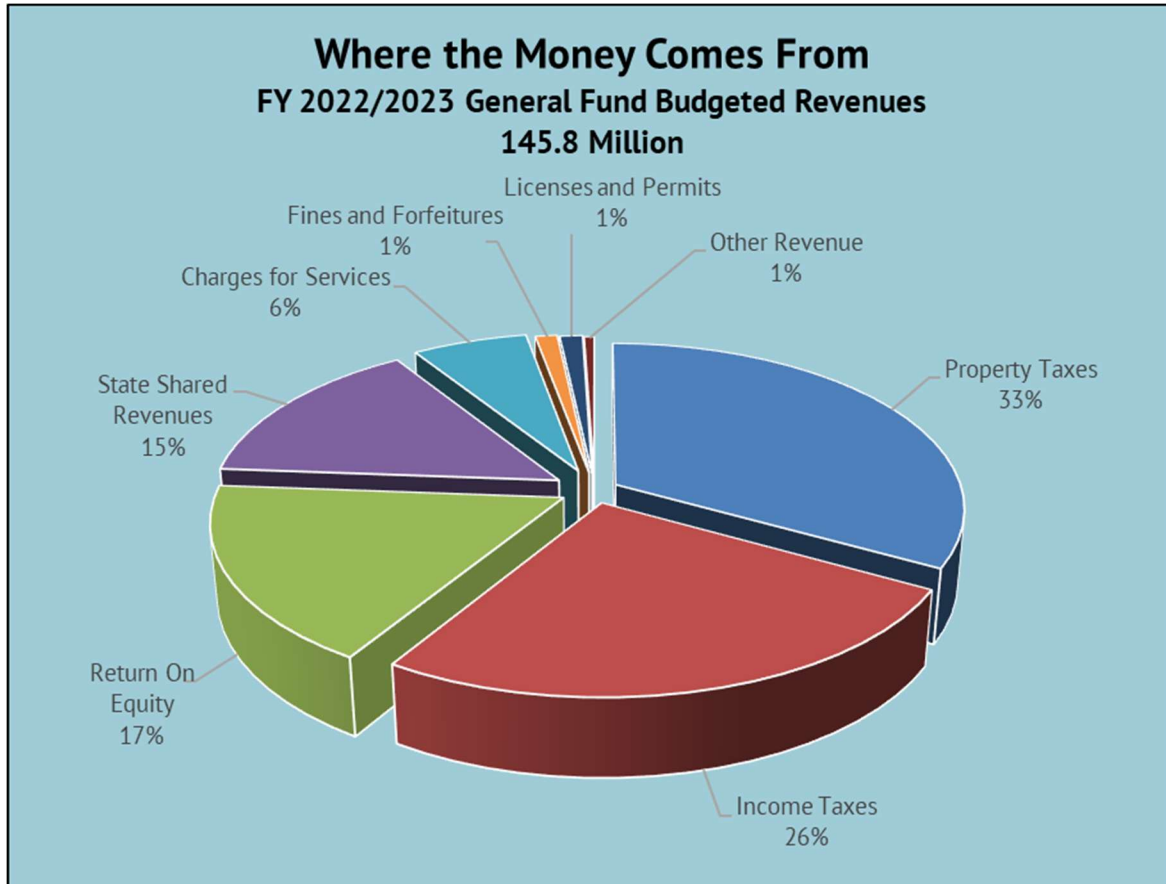
Chris Swope, MMC/MiPMC
Lansing City Clerk

General Fund Status Report – FY 2023 3rd Quarter

General Fund Summary

For FY23, the City budgeted \$145,800,000 in total revenue including transfers and \$155,512,500 in total expenditures. The City's fund balance policy recommends a fund balance that is between 12% - 15% of expenditures. With estimated expenditures of \$155,512,500, the recommended fund balance is \$18,661,500 to \$23,326,875.

Revenue Summary



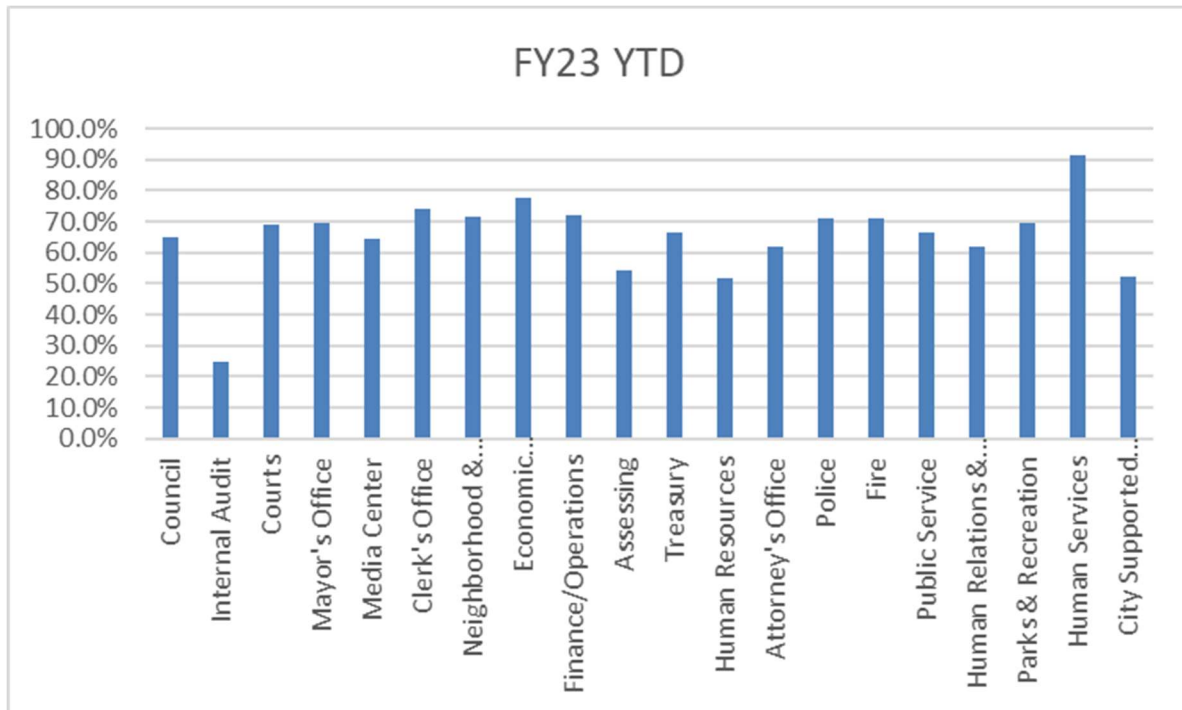
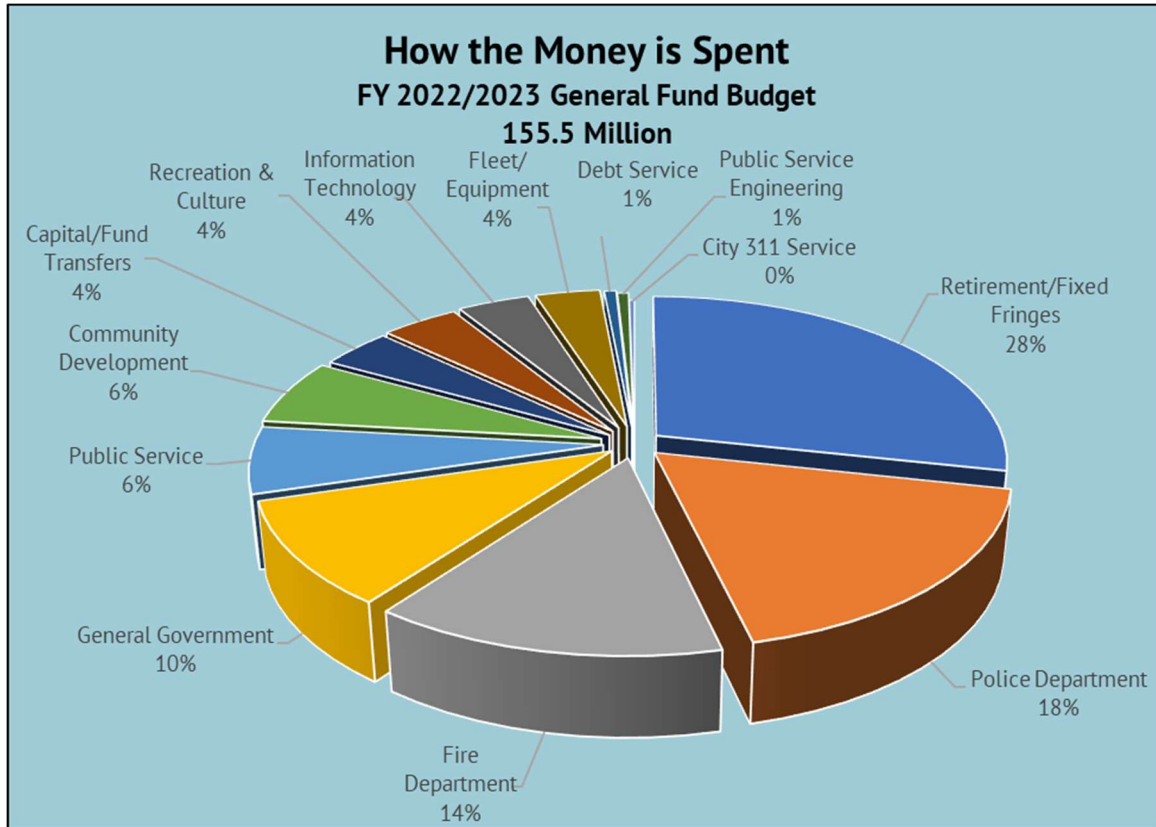
General Fund revenue collected through the third quarter of fiscal year 2022-2023 are above expectations. 77.1% of the budgeted revenue has been received, over 6% higher than the 3-year average for March 31 YTD.

- **Property Taxes (33.2% of GF revenue budget)** are largely collected at the beginning of the fiscal year. They were initially estimated to be \$48.245M. At the end of the third quarter, collections were roughly \$46.1 million. Although collections currently are below estimated amounts, they are subject to tax appeals and other adjustment throughout the fiscal year.

- **Income Tax (25.8% of GF revenue budget)** collections are above the third quarter target. At the end of the 3rd quarter, income tax collections were \$27.3 million (72.8% of its budgeted \$37.51M). This amount exceeds the 3-year average for March 31st.
- **Return on Equity (ROE) (17.2% of GF revenue budget)** represents payment to the City from the Board of Water & Light. Historically, payments have been received in December and June. However, the new agreement calls for quarterly payment. The YTD amount is almost \$14 million. BWL notified the city that the next quarterly payment will be in the amount of \$6,041,324.
- **State Revenue (14.8% of GF revenue budget)** are estimated to be \$16,899,500 in revenue sharing and \$4.62 million in other payments. Quarter 3 YTD is just over \$14.15 million.
- **Charges for Services (6.2% of GF revenue budget)** are trending ahead of the 3 Year Average for the 3rd Quarter.
- **Fines and Forfeitures (1.2% of GF revenue budget)** are budgeted to be \$1,692,200. Quarter-to-date, they are trending below expectations. This is because Court Costs-Penal Cases-DI and Ordinance fines are down.
- **Licenses and Permits (1.2% of GF revenue budget)** are budgeted to be \$1,769,300. The City has received 66.6% of the budgeted amount.
- **Interest and Rents (0.2% of GF revenue budget)** are budgeted to be \$330,000 in FY23. The quarter-to-date amount of \$212,000 is low because the interest income has been lower.
- **Other Revenues (0.2% of GF revenue budget)** are a very small percentage of the General Fund budget. This is where the money from the Opioid settlement was placed, resulting in a higher "Miscellaneous" amount.

Overall, revenues are exceeding expectations. This is due to higher income tax revenues, return on equity, and charges for services.

Expenditure Summary



Circuit Court

Last fiscal year, there was one payment made for the Circuit Court Building Rental in February. The payment this year was made in March.

Clerk's Office

The reason why the Clerk's Office is higher is because the city has had two elections this fiscal year, causing higher expenditures in the first three quarters.

Economic Development and Planning

The reason EDP's YTD expenditures are high is because of the General Fund LEPFA Subsidy. The \$1,975,000 subsidy amount was given in the first quarter. Because the full subsidy amount was paid to LEPFA in the first quarter and not distributed equally among the quarters, it skews EDP's current YTD percentage to the high side.

Assessor and HR

The reason why Assessing and HR's YTD is so low is because of less expenditures on salaries and payroll fringes.

Human Service Agency Support

The reason why Human Services' YTD is higher than the target is because of higher expenditures for Chronic Homeless Outreach and Community Problem Solving. We are working on their carryforwards and will have them before Council before the end of the fiscal year.

Conclusion

If revenues and expenditures continue in the trend they are now, the city will not have to use as much ARPA reimbursement money as was previously approved. The administration continues to monitor expenditures and seek necessary savings to maintain vital services while also making strategic investments to grow the City's economy and strengthen the quality of life for residents, workers, business owners, and visitors. With the aid of the American Rescue Plan Act, the City has been able to restore services negatively impacted by the COVID-19 pandemic.

The general fund budget report is presented in several formats for informational value as follows. After a separate revenue and expenditure summary, the City's general fund is presented as formally adopted in appropriation detail showing personnel vs. operating expenditures.

March 31, 2023 Revenue Summary

Fiscal Year July 1, 2022 - June 30, 2023

General Fund Revenues	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Amended Budget</u>	<u>FY 2023 Mar. 31 Actuals</u>	<u>Mar. 31 Percent YTD</u>	<u>3 Year Mar. 31 Avg.</u>
<u>Property Taxes</u>					
Non-Dedicated	36,095,000	36,095,000	33,956,772		
Dedicated - Police	3,645,000	3,645,000	3,645,000		
Dedicated - Fire	3,645,000	3,645,000	3,645,000		
Dedicated - Roads	2,430,000	2,430,000	2,430,000		
Dedicated - Parks	2,430,000	2,430,000	2,430,000		
Total	48,245,000	48,245,000	46,106,772	95.6%	98.8%
<u>Income Taxes</u>					
City Income Tax	37,510,000	37,510,000	27,301,227		
Total	37,510,000	37,510,000	27,301,227	72.8%	61.0%
<u>Return on Equity</u>					
Board of Water and Light	25,000,000	25,000,000	13,999,796		
Sewer Fund	300,000	300,000	-		
Total	25,300,000	25,300,000	13,999,796	55.3%	50.3%
<u>State Revenues</u>					
Revenue Sharing	16,899,500	16,899,500	9,380,764		
Fire Reimbursement Grants	2,750,000	2,750,000	2,663,201		
Personal Property Tax Reimbursement	900,000	900,000	923,270		
Recreational Marijuana	900,000	900,000	1,100,148		
Liquor License Fee	70,000	70,000	83,818		
Total	21,519,500	21,519,500	14,151,201	65.8%	60.1%
<u>Charges for Services</u>					
Public Safety	4,368,850	4,368,850	3,834,408		
Reimbursements	2,242,200	2,242,200	1,695,536		
Code Compliance	1,846,000	1,846,000	1,518,825		
Recreation Fees	415,500	415,500	425,420		
Appeals & Petitions	82,450	82,450	68,837		
Work for Others	33,200	33,200	295,823		
Central Stores	3,500	3,500	1,870		
Subscriptions and Information	2,300	2,300	725		
Total	8,994,000	8,994,000	7,841,445	87.2%	65.7%
<u>Fines and Forfeitures</u>					
Fines and Forfeitures	1,692,200	1,692,200	991,765		
Total	1,692,200	1,692,200	991,765	58.6%	73.1%
<u>Licenses & Permits</u>					
Cable Franchise Fees	1,000,000	1,000,000	514,199		
Marihuana Licenses	650,000	650,000	560,000		
Business Licenses	64,450	64,450	76,230		
Non-Business Licenses	37,600	37,600	17,049		
Building Licenses & Permits	17,250	17,250	11,525		
Total	1,769,300	1,769,300	1,179,003	66.6%	59.0%
<u>Interest & Rents</u>					
Interest Income	330,000	330,000	212,016		
Total	330,000	330,000	212,016	64.2%	105.7%
<u>Other Revenues</u>					
Miscellaneous	173,000	173,000	453,964		
Sale of Fixed Assets	102,000	102,000	-		
Donations & Contributions	65,000	65,000	43,788		
Total	340,000	340,000	497,752	146.4%	63.7%
<u>Total General Fund</u>					
Operating Revenue	145,700,000	145,700,000	112,280,976	77.1%	71.4%
Transfers from Other Funds	100,000	100,000	100,000		
Total	145,800,000	145,800,000	112,380,976	77.1%	71.0%

March 31, 2023 Departmental Summary

Fiscal Year July 1, 2022 - June 30, 2023

General Fund Appropriations	FY 2023 <u>Adopted</u> <u>Budget</u>	FY 2023 <u>Amended</u> <u>Budget</u>	FY 2023 <u>Mar. 31</u> <u>Actuals</u>	Mar. 31 <u>Percent</u> <u>YTD</u>	3 Year <u>Mar. 31</u> <u>Target</u>
Beginning General Fund Balance	10,746,256	10,746,256	10,746,256		
Beginning Budget Stab. Fund Balance	12,705,546	12,705,546	12,705,546		
Total General Fund Reserves	<u>23,451,802</u>	<u>23,451,802</u>	<u>23,451,802</u>		
Revenues (detail on previous page)	145,800,000	145,800,000	112,380,976	77.1%	71.0%
<u>Departmental Expenditures:</u>					
Council	726,651	726,651	471,478	64.9%	73.0%
Internal Audit	207,885	207,885	51,138	24.6%	72.0%
Mayor's Office	1,769,932	1,769,932	1,230,297	69.5%	72.2%
Office of Community Media	606,113	606,113	392,449	64.7%	72.3%
District Court	5,984,638	5,984,638	4,028,669	67.3%	72.7%
Circuit Court Building Rental	336,693	336,693	322,424	95.8%	75.0%
City Clerk's Office	1,542,191	1,542,191	1,141,630	74.0%	72.5%
Neighborhood & Citizen Engagement	1,326,296	1,326,296	947,505	71.4%	73.2%
Economic Development & Planning	6,772,299	6,772,299	5,248,764	77.5%	72.4%
Finance Department	2,100,195	2,100,195	1,512,849	72.0%	72.8%
City Assessor	1,970,719	1,970,719	1,072,287	54.4%	72.5%
Treasury/Income Tax	2,398,328	2,398,328	1,589,668	66.3%	72.8%
Human Resources Department	2,724,062	2,724,062	1,407,003	51.7%	73.2%
City Attorney's Office	2,520,110	2,520,110	1,558,484	61.8%	72.3%
Police Department	51,580,854	51,580,854	36,747,537	71.2%	73.8%
Fire Department	40,272,672	40,272,672	28,734,017	71.3%	73.7%
Public Service	12,571,351	12,571,351	8,359,173	66.5%	74.1%
Human Relations & Community Services	1,842,818	1,842,818	1,137,997	61.8%	72.3%
Parks & Recreation Department	9,380,212	9,380,212	6,544,319	69.8%	72.9%
Human Service Agency Support	1,960,000	1,958,000	1,790,212	91.4%	76.9%
<u>Non-Departmental Expenditures:</u>					
Library Building Rental	136,150	136,150	114,037	83.8%	75.0%
Operating Subsidies to Other Funds	834,731	834,731	834,731	100.0%	100.0%
City Supported Agencies	487,500	489,500	256,654	52.4%	75.0%
Capital Improvements	5,173,000	5,173,000	5,173,000	100.0%	100.0%
Debt Service & Penalties	987,100	987,100	493,264	50.0%	55.5%
Vacancy Factor	(700,000)	(700,000)	-		
Expenditures	155,512,500	155,512,500	111,159,586	71.5%	74.5%
Net Impact on Fund Balance	(9,712,500)	(9,712,500)			
ARPA Reimbursement	9,712,500	9,712,500			
Ending General Fund Reserves	<u>23,451,802</u>	<u>23,451,802</u>			

March 31, 2023 Budget Appropriation Summary

Fiscal Year July 1, 2022 - June 30, 2023

Estimated Revenues	<u>FY 2023</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2023</u> <u>Amended</u> <u>Budget</u>	<u>FY 2023</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Mar. 31</u> <u>Target</u>
Property Taxes	48,245,000	48,245,000	46,106,772		
Income Taxes	37,510,000	37,510,000	27,301,227		
Return on Equity	25,300,000	25,300,000	13,999,796		
State Revenues	21,519,500	21,519,500	14,151,201		
Charges for Services	8,994,000	8,994,000	7,841,445		
Fines & Forfeitures	1,692,200	1,692,200	991,765		
Licenses & Permits	1,769,300	1,769,300	1,179,003		
Interest & Rent	330,000	330,000	212,016		
Other Revenue	340,000	340,000	497,752		
Transfers from Other Funds	100,000	100,000	100,000		
Total Revenues	145,800,000	145,800,000	112,380,976	77.1%	71.0%

Appropriations	<u>FY 2023</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2023</u> <u>Amended</u> <u>Budget</u>	<u>FY 2023</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>Mar. 31</u> <u>Target</u> <u>Exp.</u>
Council					
Personnel	474,673	474,673	327,735		
Operating	251,978	251,978	143,743		
Total	726,651	726,651	471,478	64.9%	73.0%
Internal Audit					
Personnel	195,589	195,589	43,742		
Operating	12,296	12,296	7,396		
Total	207,885	207,885	51,138	24.6%	72.0%
Courts					
Personnel	4,829,179	4,829,179	3,330,263		
Operating	1,492,152	1,492,152	1,020,829		
Total	6,321,331	6,321,331	4,351,093	68.8%	72.8%
Mayor's Office					
Personnel	1,523,058	1,523,058	1,068,691		
Operating	246,874	246,874	161,606		
Total	1,769,932	1,769,932	1,230,297	69.5%	72.2%
Media Center					
Personnel	533,107	533,107	339,392		
Operating	73,006	73,006	53,057		
Total	606,113	606,113	392,449	64.7%	72.3%
Clerk's Office					
Personnel	1,103,136	1,103,136	828,684		
Operating	439,055	439,055	312,946		
Total	1,542,191	1,542,191	1,141,630	74.0%	72.5%
Neighborhood & Citizen Engagement					
Personnel	790,097	790,097	591,938		
Operating	536,199	536,199	355,567		
Total	1,326,296	1,326,296	947,505	71.4%	73.2%
Economic Development & Planning					
Personnel	3,364,071	3,364,071	2,272,923		
Operating	3,408,228	3,408,228	2,975,841		
Total	6,772,299	6,772,299	5,248,764	77.5%	72.4%
Finance/Operations					
Personnel	1,548,729	1,548,729	1,091,962		
Operating	551,466	551,466	420,887		
Total	2,100,195	2,100,195	1,512,849	72.0%	72.8%

Appropriations	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2023 Mar. 31 Actuals	Mar. 31 Percent YTD	<u>Mar. 31 Target Exp.</u>
Assessing					
Personnel	1,690,117	1,690,117	899,544		
Operating	280,602	280,602	172,743		
Total	1,970,719	1,970,719	1,072,287	54.4%	72.5%
Treasury					
Personnel	1,832,523	1,832,523	1,167,353		
Operating	565,805	565,805	422,315		
Total	2,398,328	2,398,328	1,589,668	66.3%	72.8%
Human Resources					
Personnel	1,609,829	1,609,829	874,922		
Operating	1,114,233	1,114,233	532,081		
Total	2,724,062	2,724,062	1,407,003	51.7%	73.2%
Attorney's Office					
Personnel	2,211,152	2,211,152	1,325,732		
Operating	308,958	308,958	232,752		
Total	2,520,110	2,520,110	1,558,484	61.8%	72.3%
Police					
Personnel	43,330,653	43,330,653	31,257,967		
Operating	8,250,201	8,250,201	5,489,570		
Total	51,580,854	51,580,854	36,747,537	71.2%	73.8%
Fire					
Personnel	34,484,467	34,484,467	24,954,437		
Operating	5,788,205	5,788,205	3,779,579		
Total	40,272,672	40,272,672	28,734,017	71.3%	73.7%
Public Service					
Personnel	2,945,961	2,945,961	1,702,573		
Operating	9,625,390	9,625,390	6,656,600		
Total	12,571,351	12,571,351	8,359,173	66.5%	74.1%
Human Relations & Community Service					
Personnel	1,669,373	1,669,373	1,032,876		
Operating	173,445	173,445	105,121		
Total	1,842,818	1,842,818	1,137,997	61.8%	72.3%
Parks & Recreation					
Personnel	5,759,154	5,759,154	3,422,469		
Operating	3,621,058	3,621,058	3,121,850		
Total	9,380,212	9,380,212	6,544,319	69.8%	72.9%
Human Services					
Operating	1,960,000	1,958,000	1,790,212		
Total	1,960,000	1,958,000	1,790,212	91.4%	76.9%
City Supported Agencies/MRJEAs					
Operating	487,500	489,500	256,654		
Total	487,500	489,500	256,654	52.4%	75.0%
Non-Departmental					
Vacancy Factor	(700,000)	(700,000)	-		
Library Lease	136,150	136,150	114,037		
Debt Service	987,100	987,100	493,264		
Net Transfers	6,007,731	6,007,731	6,007,731		
Total	6,430,981	6,430,981	6,615,033	102.9%	95.8%
Total Expenditures	155,512,500	155,512,500	111,159,586	71.5%	74.5%

March 31, 2023 Revenue Summary

Fiscal Year July 1, 2022 - June 30, 2023

General Fund Revenues	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Amended Budget</u>	<u>FY 2023 Mar. 31 Actuals</u>	<u>Mar. 31 Percent YTD</u>	<u>3 Year Mar. 31 Avg.</u>
<u>Property Taxes</u>					
Non-Dedicated	36,095,000	36,095,000	33,956,772		
Dedicated - Police	3,645,000	3,645,000	3,645,000		
Dedicated - Fire	3,645,000	3,645,000	3,645,000		
Dedicated - Roads	2,430,000	2,430,000	2,430,000		
Dedicated - Parks	2,430,000	2,430,000	2,430,000		
Total	48,245,000	48,245,000	46,106,772	95.6%	98.8%
<u>Income Taxes</u>					
City Income Tax	37,510,000	37,510,000	27,301,227		
Total	37,510,000	37,510,000	27,301,227	72.8%	61.0%
<u>Return on Equity</u>					
Board of Water and Light	25,000,000	25,000,000	13,999,796		
Sewer Fund	300,000	300,000	-		
Total	25,300,000	25,300,000	13,999,796	55.3%	50.3%
<u>State Revenues</u>					
Revenue Sharing	16,899,500	16,899,500	9,380,764		
Fire Reimbursement Grants	2,750,000	2,750,000	2,663,201		
Personal Property Tax Reimbursement	900,000	900,000	923,270		
Recreational Marijuana	900,000	900,000	1,100,148		
Liquor License Fee	70,000	70,000	83,818		
Total	21,519,500	21,519,500	14,151,201	65.8%	60.1%
<u>Charges for Services</u>					
Public Safety	4,368,850	4,368,850	3,834,408		
Reimbursements	2,242,200	2,242,200	1,695,536		
Code Compliance	1,846,000	1,846,000	1,518,825		
Recreation Fees	415,500	415,500	425,420		
Appeals & Petitions	82,450	82,450	68,837		
Work for Others	33,200	33,200	295,823		
Central Stores	3,500	3,500	1,870		
Subscriptions and Information	2,300	2,300	725		
Total	8,994,000	8,994,000	7,841,445	87.2%	65.7%
<u>Fines and Forfeitures</u>					
Fines and Forfeitures	1,692,200	1,692,200	991,765		
Total	1,692,200	1,692,200	991,765	58.6%	73.1%
<u>Licenses & Permits</u>					
Cable Franchise Fees	1,000,000	1,000,000	514,199		
Marihuana Licenses	650,000	650,000	560,000		
Business Licenses	64,450	64,450	76,230		
Non-Business Licenses	37,600	37,600	17,049		
Building Licenses & Permits	17,250	17,250	11,525		
Total	1,769,300	1,769,300	1,179,003	66.6%	59.0%
<u>Interest & Rents</u>					
Interest Income	330,000	330,000	212,016		
Total	330,000	330,000	212,016	64.2%	105.7%
<u>Other Revenues</u>					
Miscellaneous	173,000	173,000	453,964		
Sale of Fixed Assets	102,000	102,000	-		
Donations & Contributions	65,000	65,000	43,788		
Total	340,000	340,000	497,752	146.4%	63.7%
<u>Total General Fund</u>					
Operating Revenue	145,700,000	145,700,000	112,280,976	77.1%	71.4%
Transfers from Other Funds	100,000	100,000	100,000		
Total	145,800,000	145,800,000	112,380,976	77.1%	71.0%

March 31, 2023 Departmental Summary

Fiscal Year July 1, 2022 - June 30, 2023

General Fund Appropriations	FY 2023 <u>Adopted</u> <u>Budget</u>	FY 2023 <u>Amended</u> <u>Budget</u>	FY 2023 <u>Mar. 31</u> <u>Actuals</u>	Mar. 31 <u>Percent</u> <u>YTD</u>	3 Year <u>Mar. 31</u> <u>Target</u>
Beginning General Fund Balance	10,746,256	10,746,256	10,746,256		
Beginning Budget Stab. Fund Balance	12,705,546	12,705,546	12,705,546		
Total General Fund Reserves	<u>23,451,802</u>	<u>23,451,802</u>	<u>23,451,802</u>		
Revenues (detail on previous page)	145,800,000	145,800,000	112,380,976	77.1%	71.0%
<u>Departmental Expenditures:</u>					
Council	726,651	726,651	471,478	64.9%	73.0%
Internal Audit	207,885	207,885	51,138	24.6%	72.0%
Mayor's Office	1,769,932	1,769,932	1,230,297	69.5%	72.2%
Office of Community Media	606,113	606,113	392,449	64.7%	72.3%
District Court	5,984,638	5,984,638	4,028,669	67.3%	72.7%
Circuit Court Building Rental	336,693	336,693	322,424	95.8%	75.0%
City Clerk's Office	1,542,191	1,542,191	1,141,630	74.0%	72.5%
Neighborhood & Citizen Engagement	1,326,296	1,326,296	947,505	71.4%	73.2%
Economic Development & Planning	6,772,299	6,772,299	5,248,764	77.5%	72.4%
Finance Department	2,100,195	2,100,195	1,512,849	72.0%	72.8%
City Assessor	1,970,719	1,970,719	1,072,287	54.4%	72.5%
Treasury/Income Tax	2,398,328	2,398,328	1,589,668	66.3%	72.8%
Human Resources Department	2,724,062	2,724,062	1,407,003	51.7%	73.2%
City Attorney's Office	2,520,110	2,520,110	1,558,484	61.8%	72.3%
Police Department	51,580,854	51,580,854	36,747,537	71.2%	73.8%
Fire Department	40,272,672	40,272,672	28,734,017	71.3%	73.7%
Public Service	12,571,351	12,571,351	8,359,173	66.5%	74.1%
Human Relations & Community Services	1,842,818	1,842,818	1,137,997	61.8%	72.3%
Parks & Recreation Department	9,380,212	9,380,212	6,544,319	69.8%	72.9%
Human Service Agency Support	1,960,000	1,958,000	1,790,212	91.4%	76.9%
<u>Non-Departmental Expenditures:</u>					
Library Building Rental	136,150	136,150	114,037	83.8%	75.0%
Operating Subsidies to Other Funds	834,731	834,731	834,731	100.0%	100.0%
City Supported Agencies	487,500	489,500	256,654	52.4%	75.0%
Capital Improvements	5,173,000	5,173,000	5,173,000	100.0%	100.0%
Debt Service & Penalties	987,100	987,100	493,264	50.0%	55.5%
Vacancy Factor	(700,000)	(700,000)	-		
Expenditures	155,512,500	155,512,500	111,159,586	71.5%	74.5%
Net Impact on Fund Balance	(9,712,500)	(9,712,500)			
ARPA Reimbursement	9,712,500	9,712,500			
Ending General Fund Reserves	<u>23,451,802</u>	<u>23,451,802</u>			

March 31, 2023 Budget Appropriation Summary

Fiscal Year July 1, 2022 - June 30, 2023

Estimated Revenues	<u>FY 2023</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2023</u> <u>Amended</u> <u>Budget</u>	<u>FY 2023</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>3 Year</u> <u>Mar. 31</u> <u>Target</u>
Property Taxes	48,245,000	48,245,000	46,106,772		
Income Taxes	37,510,000	37,510,000	27,301,227		
Return on Equity	25,300,000	25,300,000	13,999,796		
State Revenues	21,519,500	21,519,500	14,151,201		
Charges for Services	8,994,000	8,994,000	7,841,445		
Fines & Forfeitures	1,692,200	1,692,200	991,765		
Licenses & Permits	1,769,300	1,769,300	1,179,003		
Interest & Rent	330,000	330,000	212,016		
Other Revenue	340,000	340,000	497,752		
Transfers from Other Funds	100,000	100,000	100,000		
Total Revenues	145,800,000	145,800,000	112,380,976	77.1%	71.0%

Appropriations	<u>FY 2023</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2023</u> <u>Amended</u> <u>Budget</u>	<u>FY 2023</u> <u>Mar. 31</u> <u>Actuals</u>	<u>Mar. 31</u> <u>Percent</u> <u>YTD</u>	<u>Mar. 31</u> <u>Target</u> <u>Exp.</u>
Council					
Personnel	474,673	474,673	327,735		
Operating	251,978	251,978	143,743		
Total	726,651	726,651	471,478	64.9%	73.0%
Internal Audit					
Personnel	195,589	195,589	43,742		
Operating	12,296	12,296	7,396		
Total	207,885	207,885	51,138	24.6%	72.0%
Courts					
Personnel	4,829,179	4,829,179	3,330,263		
Operating	1,492,152	1,492,152	1,020,829		
Total	6,321,331	6,321,331	4,351,093	68.8%	72.8%
Mayor's Office					
Personnel	1,523,058	1,523,058	1,068,691		
Operating	246,874	246,874	161,606		
Total	1,769,932	1,769,932	1,230,297	69.5%	72.2%
Media Center					
Personnel	533,107	533,107	339,392		
Operating	73,006	73,006	53,057		
Total	606,113	606,113	392,449	64.7%	72.3%
Clerk's Office					
Personnel	1,103,136	1,103,136	828,684		
Operating	439,055	439,055	312,946		
Total	1,542,191	1,542,191	1,141,630	74.0%	72.5%
Neighborhood & Citizen Engagement					
Personnel	790,097	790,097	591,938		
Operating	536,199	536,199	355,567		
Total	1,326,296	1,326,296	947,505	71.4%	73.2%
Economic Development & Planning					
Personnel	3,364,071	3,364,071	2,272,923		
Operating	3,408,228	3,408,228	2,975,841		
Total	6,772,299	6,772,299	5,248,764	77.5%	72.4%
Finance/Operations					
Personnel	1,548,729	1,548,729	1,091,962		
Operating	551,466	551,466	420,887		
Total	2,100,195	2,100,195	1,512,849	72.0%	72.8%

Appropriations	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2023 Mar. 31 Actuals	Mar. 31 Percent YTD	<u>Mar. 31 Target Exp.</u>
Assessing					
Personnel	1,690,117	1,690,117	899,544		
Operating	280,602	280,602	172,743		
Total	1,970,719	1,970,719	1,072,287	54.4%	72.5%
Treasury					
Personnel	1,832,523	1,832,523	1,167,353		
Operating	565,805	565,805	422,315		
Total	2,398,328	2,398,328	1,589,668	66.3%	72.8%
Human Resources					
Personnel	1,609,829	1,609,829	874,922		
Operating	1,114,233	1,114,233	532,081		
Total	2,724,062	2,724,062	1,407,003	51.7%	73.2%
Attorney's Office					
Personnel	2,211,152	2,211,152	1,325,732		
Operating	308,958	308,958	232,752		
Total	2,520,110	2,520,110	1,558,484	61.8%	72.3%
Police					
Personnel	43,330,653	43,330,653	31,257,967		
Operating	8,250,201	8,250,201	5,489,570		
Total	51,580,854	51,580,854	36,747,537	71.2%	73.8%
Fire					
Personnel	34,484,467	34,484,467	24,954,437		
Operating	5,788,205	5,788,205	3,779,579		
Total	40,272,672	40,272,672	28,734,017	71.3%	73.7%
Public Service					
Personnel	2,945,961	2,945,961	1,702,573		
Operating	9,625,390	9,625,390	6,656,600		
Total	12,571,351	12,571,351	8,359,173	66.5%	74.1%
Human Relations & Community Service					
Personnel	1,669,373	1,669,373	1,032,876		
Operating	173,445	173,445	105,121		
Total	1,842,818	1,842,818	1,137,997	61.8%	72.3%
Parks & Recreation					
Personnel	5,759,154	5,759,154	3,422,469		
Operating	3,621,058	3,621,058	3,121,850		
Total	9,380,212	9,380,212	6,544,319	69.8%	72.9%
Human Services					
Operating	1,960,000	1,958,000	1,790,212		
Total	1,960,000	1,958,000	1,790,212	91.4%	76.9%
City Supported Agencies/MRJEAs					
Operating	487,500	489,500	256,654		
Total	487,500	489,500	256,654	52.4%	75.0%
Non-Departmental					
Vacancy Factor	(700,000)	(700,000)	-		
Library Lease	136,150	136,150	114,037		
Debt Service	987,100	987,100	493,264		
Net Transfers	6,007,731	6,007,731	6,007,731		
Total	6,430,981	6,430,981	6,615,033	102.9%	95.8%
Total Expenditures	155,512,500	155,512,500	111,159,586	71.5%	74.5%



Chris Swope
Lansing City Clerk

May 4, 2023

President and Council Members
10th Floor City Hall
Lansing, MI 48933

Dear President and Council Members:

My office has received and placed on file this document from the Finance Director:

[Employment Vacancy Factor Report; Fiscal Year 2022-2023 Third Quarter](#)

This document is available for review at the office of the City Clerk or at <http://www.lansingmi.gov/clerk> under the heading of Documents Placed on File.

Sincerely,

Chris Swope, MMC/MiPMC
Lansing City Clerk

Vacancy Factor Report

Quarter Ending March 31, 2023

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Vacancies Counted Toward General Fund Vacancy Factor							
MAYOR	1012300	PTMYRSTF	PT MAYOR STAFF	MAYOR	0.50	1/31/2023	3,478
EDP ADMIN	1012601	DRCTRPND	DIRECTOR OF PND	EXEC MGMT PLAN	1.00	2/3/2023	NO BDGT IMPACT
COUNCIL/INTERNAL AUDIT	1012120	LEGISAUD	LEGISLATIVE AUDITOR	COUNCIL	1.00	2/20/2020	20,439 * filled on March 27th
NEIGH CTZN ENG	1012320	OPCOORDR	GRANT ADMINISTRATOR	T243CTP	1.00	7/1/2022	15,146
HRCS	1012500	DPTDIRHRCSTBD	Deputy Director	NON BARG SUPV	1.00		NO BDGT IMPACT
HRCS	1012500	HMISPFAN	HMIS PERFORMANCE ANALYST	T243CTP	1.00	9/3/2021	13,811
HRCS	1012500	CNTRTMGR	CONTRACT MANAGER	T243CTP	1.00	3/18/2023	2,321
CODE COMPLIANCE	1012610	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	07/01/22	17,600
CODE COMPLIANCE	1012610	LDHOUSIN	LEAD HOUSING INSPECTOR	T243SUPV	1.00	08/21/22	17,490
CODE COMPLIANCE	1012610	CDCOMMGR	CODE COMPLIANCE MANAGER	T214SUPV	1.00	3/17/2023	3,278
FINANCE/OPERATIONS	1012710	FINDRCTR	FINANCE DIRECTOR	EXEC MGMT PLAN	0.50	8/13/2021	NO BDGT IMPACT
FINANCE/OPERATIONS	1012710	DPYFINDIR	DEPUTY FINANCE DIRECTOR	NON BARG SUPV	1.00	2/28/2023	NO BDGT IMPACT
FINANCE/OPERATIONS	1012710	ACCOUNT34	ACCOUNTANT 34	T243CTP	1.00	2/14/2023	6,480
ASSESSOR	1012720	COMINDAP	COMMERCIAL/INDUSTRIAL APPRAISR	T243CTP	1.00	6/15/2022	22,532
ASSESSOR	1012720	RESAPPLD	RESIDENTIAL APPRAISER LEAD	T243CTP	1.00	10/18/2019	17,600
ASSESSOR	1012720	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243CTP	1.00	5/24/2019	14,443
ASSESSOR	1012720	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	1.00	10/5/2017	CONTRACT
ASSESSOR	1012720	ADMAST30	ADMINISTRATIVE ASSISTANT 30	T243CTP	1.00	7/1/2022	11,390
TREASURY	1012730	CTYTREASR	CITY TREASURER	EXEC MGMT PLAN	0.50	8/13/2021	NO BDGT IMPACT
TREASURY	1012730	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	9/17/2022	10,251
TREASURY	1012730	ADMAST28	ADMINISTRATIVE ASSISTANT 28	T243CTP	1.00	10/8/2022	13,764
TREASURY	1012730	TRESYINV	TREASURY INVESTIGATOR	T243CTP	1.00	8/20/2022	16,765
TREASURY	1012730	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	2/30/2021	10,251
HUMAN RESOURCES	1012800	DPTDIRHR-TBD	DEPUTY HR DIRECTOR	NON BARG SUPV	1.00	7/1/2022	22,003
HUMAN RESOURCES	1012800	HRSPC34	HIRING SPECIALIST	T243CTP	1.00	6/25/2022	CONTRACT
HUMAN RESOURCES	1012800	SAFTYADM	HEALTH & WELLNESS SPECIALIST	T243CTP	0.25	7/1/2022	3,611
CITY ATTORNEY	1012900	LGADVSR	LEGAL ADVISOR	T214 NS	1.00	7/1/2020	17,650
CITY ATTORNEY	1012800	ASTATY36	ASSISTANT CITY ATTORNEY	T214 NS	1.00	11/11/22	23,758
CITY CLERK	1012400	ELNLICLK	ELECTION/LISCENSING CLERK	T243CTP	1.00	01/03/23	8,365
PUBLIC SERVICE/BUILDINGS	1013140	CUSTOWKR	CUSTODIAL WORKER 300	UAW	1.00	12/3/2021	10,128
PUBLIC SERVICE/BUILDINGS	1013140	ELECFACW	ELECTRICAL FACILITY CTRL WKR	T243SUP	1.00	11/2/2018	12,036
PUBLIC SERVICE/BUILDINGS	1013140	PLUMBSUP	PLUMBING SUPERVISOR	UAW	1.00	6/10/2018	19,433
POLICE - ADMIN	1013201	ADMSPC31	ADMINISTRATIVE SPECIALIST 31	T214 NS	1.00	12/28/2011	CONTRACT
POLICE - ADMIN	1013201	BUDCTSUP	BUDGET CONTROL SUPERVISOR	T243SUP	1.00	6/27/2022	CONTRACT
POLICE - CENTRAL SERVICES	1013221	POLCADET	POLICECADET		1.00	3/9/2023	2,040
POLICE - CENTRAL SERVICES	1013221	CLERKS22	CENTRAL RECORD PRINCIPAL CLERK	T243CTP	1.00	7/1/2022	10,855
POLICE - DETENTION	1013224	DETENOFF	DETENTION OFFICER	T243CTP	1.00	05/02/22	17,600
POLICE - DETENTION	1013224	DETENOFF	DETENTION OFFICER	T243CTP	1.00	09/22/22	17,600
POLICE - DETENTION	1013224	DETENOFF	POLICE OFFICER 1	CCLP NS	1.00	1/31/2023	12,910
POLICE - INVESTIGATIONS	1013240	DETECT2C	DETECTIVE IIC	CCLP NS	1.00	5/1/2021	20,388
POLICE - INVESTIGATIONS	1013240	DETECT2B	DETECTIVE IIB	CCLP NS	1.00	6/17/2022	20,388
POLICE - INVESTIGATIONS/CSI	1013240	DTCTVCSI	CSIINVESTIGATOR	CCLP NS	1.00	09/24/22	13,345
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFDT	POLICE OFFICER DETECTIVE PAY	CCLP NS	1.00	07/01/22	20,388
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFDT	POLICE OFFICER DETECTIVE PAY	CCLP NS	1.00	04/22/22	20,388
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFDT	POLICE OFFICER DETECTIVE PAY	CCLP NS	1.00	02/14/23	10,664
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFDT	POLICE OFFICER DETECTIVE PAY	CCLP NS	1.00	06/16/22	20,388
POLICE - INVESTIGATIONS/CSI	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/14/22	13,345
POLICE - INVESTIGATIONS/CSI	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/17/22	13,345
POLICE - INVESTIGATIONS	1013240	SECRTY26	SECRETARY 26	CCLP NS	1.00	5/20/2022	CONTRACT
POLICE - PATROL	1013251	CAPTAIN6	CAPTAIN VI	CCLPSUPV	1.00	1/20/2023	21,031
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	03/11/23	3,080
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	10/29/22	13,345
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/30/22	13,345
POLICE - PATROL	1013251	SERGEANT3	SERGEANTIII	CCLPSUPV	1.00	11/08/22	20,941
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/10/21	13,345
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/01/22	13,345
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/01/22	13,345
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/14/22	13,345
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	02/21/23	5,954
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	01/13/23	11,497
FIRE - ADMIN	1013501	ASTFIRCF	ASSISTANT FIRE CHIEF	NB SUPV	1.00	1/15/2021	OVERTIME
FIRE - ADMIN	1013501	ADMSPC30	ADMINISTRATIVE SPECIALIST 30	T243CTP	1.00	9/9/2022	13,764
FIRE - ADMIN	1013510	MATALSP3	MAINTENANCE ALARM SPECIALIST 4	IAFF	1.00	7/1/2022	19,388
FIRE - PREVENTION	1013530	SECRTY26	SECRETARY	T243CTP	1.00	7/1/2022	10,855
FIRE - PREVENTION	1013530	INSPECT4	INSPECTORIV	IAFF	1.00	3/11/2023	3,575
FIRE - OPERATIONS	1013520	CFTRAIN6	CHIEF TRAINING CAPT	IAFF	1.00	9/2/2022	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	11/5/2022	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	11/11/2022	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	5/7/2022	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	2/24/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	2/25/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	2/23/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	11/21/2022	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	1/17/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	10/23/2021	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	12/16/2022	OVERTIME
PARKS/LIFETIME SPORTS	1013832	LFSPTCO	LIFETIME SPORTS COORD	T243SUPV	1.00	1/13/2023	12,094
PARKS/BUSINESS & MGMT	1013810	ACCTGCLK	ADMIN SPECIALIST	T243CTP	1.00	3/5/2022	12,525
PARKS/BUSINESS & MGMT	1013810	PTCLRK23	PTClerk23	T243CTP	0.50	1/6/2023	3,468
PARKS/COMMUNITY CENTERS	1013811	PTCLRK22	PTClerk22	T243CTP PT	0.50	7/15/2021	4,504
PARKS/COMMUNITY CENTERS	1013811	PTCTRPRG	PT COMMUNITY CENTER PROGRAMMR	T243PT	0.50	6/25/2021	6,882
3rd Quarter Vacancy factor:					77.25		777,290
2nd Quarter Vacancy factor:					72.38		790,129
1st Quarter Vacancy factor:					81.88		757,401
YTD Vacancy Factor							2,324,820

Vacancy Factor Report

Quarter Ending March 31, 2023

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Non-Vacancy Factor (non-General Fund) Vacancies							
PUBLIC SERVICE/O&M	1013611	SOLWASOP	SOLID WASTE OPERATOR	UAW	1.00	12/19/2020	12,036
PUBLIC SERVICE/O&M	1013611	FRSTWKR6	ARBORIST 600	UAW	1.00	12/1/2022	13,016
PUBLIC SERVICE/O&M	1013611	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW	1.00	11/14/2022	13,016
PUBLIC SERVICE/O&M	1013611	DRIVRWKR	DRIVER WORKER 300	UAW	1.00	06/18/2022	11,079
PUBLIC SERVICE/O&M	1013611	DRIVRWKR	DRIVER WORKER 300	UAW	1.00	03/31/2022	11,079
PUBLIC SERVICE/O&M	1013611	DRIVRWKR	DRIVER WORKER 300	UAW	1.00	01/16/2022	11,079
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	03/26/2021	11,079
PUBLIC SERVICE/O&M	1013611	SWRTMWK5	SEWER MAINTENANCE WORKER	UAW	1.00	03/15/2023	2,603
PUBLIC SERVICE/O&M	1013611	CRTFNWRK	CONCRETE WORKER	UAW	1.00	03/28/2023	741
PUBLIC SERVICE/O&M	1013611	FRSTWKR5	ARBORIST 500	UAW	1.00	02/22/2023	5,185
PUBLIC SERVICE/O&M	1013611	MANTWKR3	MAINTENANCE WORKER 300	UAW	1.00	03/24/2023	1,023
PUBLIC SERVICE/O&M	1013611	MANTWKR3	MAINTENANCE WORKER 300	UAW	1.00	02/16/2023	5,454
PUBLIC SERVICE/O&M	1013611	EQPOPWK4	EQUIPMENT OPERATOR WORKER 400	UAW	1.00	01/27/2023	8,518
PUBLIC SERVICE/O&M	1013611	SWRTMWK3	SEWER MAINTENANCE WORKER	T243SUPV	1.00	01/31/2022	13,016
PUBLIC SERVICE/O&M	1013611	MANTWKR4	MAINTENANCE WORKER 400	UAW	1.00	10/22/2022	12,036
PUBLIC SERVICE/O&M	1013611	WWMATWK6	WASTEWATER MAINTENANCE WKR 600	T243SUPV	1.00	05/27/2020	13,016
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	12/4/2021	17,600
PUBLIC SERVICE/O&M	1013611	SOLWASUP	SOLID WASTE SUPERVISOR	T243SUP	1.00	8/15/2020	18,500
ED&P/CDBG REHAB	5266305600	REHABCS	REHAB CONSTRUCTION SPECIALIST	T243CTP	1.00	11/4/2022	16,765
ED&P/BUILDING SAFETY	2492610	BLDINSUP	BUILDING INSPECTOR SUPERVISOR	T214 SUPV	1.00	10/21/2022	19,433
ED&P/BUILDING SAFETY	2492610	PLNREVSU	PLANT REVIEW SUPERVISOR	T214SUPV	1.00	1/8/2022	19,433
ED&P/PARKING	5853641	CUSTSREP	CUSTOMER SERVICE REP 28	T243CTP	1.00	1/22/2018	12,525
ED&P/PARKING	5853641	CUSTSREP	LEAD CUSTOMER SERVICE REP 30	T243CTP	1.00	5/18/2019	12,525
ED&P/PARKING	5853641	CUSTSREP	LEAD CUSTOMER SERVICE REP 30	T243CTP	1.00	2/21/2023	5,588
ED&P/PARKING	5853641	PKGRVCOL	PARKINS SERVICES WORKER	UAW	1.00	3/27/2023	656
PUBLIC SERVICE/WWTP	5903670	ASPLSUPT	ASSIST PLANT SUPERINTENDENT	NB SUPV	1.00	7/31/2020	20,933
PUBLIC SERVICE/WWTP	5903670	LABSUP-TBD	LAB SUPERVISOR	T243SUP	1.00	7/1/2017	17,600
PUBLIC SERVICE/WWTP	5903670	INDRSUP	INDUSTRIAL SURVEILLANCE SUPERVISOR	T243CTP	1.00	7/1/2015	17,600
PUBLIC SERVICE/WWTP	5903670	ELECTECH	ELECTRICAL TECHNICIAN	T243CTP	1.00	10/5/2006	15,186
PUBLIC SERVICE/WWTP	5903670	WWMATWK6	WASTE WATER PLANT LABORER	UAW	1.00	7/12/2019	12,036
PUBLIC SERVICE/WWTP	5903670	WWRESHAN	RESIDUAL HANDLER	UAW	1.00	1/1/2022	12,036
PUBLIC SERVICE/WWTP	5903670	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	1.00	10/23/2015	15,943
PUBLIC SERVICE/WWTP	5903670	UTLELWKR	UTILITY ELECTRICAL WORKER	UAW	1.00	10/1/2022	13,016
PUBLIC SERVICE/WWTP	5903670	WWMATWK6	WASTEWATER MAINTENANCE WKR 600	UAW	1.00	2/23/2023	5,407
PUBLIC SERVICE/WWTP	5903670	PLOPSU33	PLANT OPERATIONS SUPERVISOR 33	T243SUPV	1.00	1/13/2023	11,775
PUBLIC SERVICE/WWTP	5903670	UTMATWK4	UTILITY MAINT WORKER 400	UAW	1.00	12/31/2022	11,079
PUBLIC SERVICE/WWTP	5903670	WWMATWK4	WASTEWATER MAINTENANCE WKR 400	UAW	1.00	2/10/2023	6,136
PUBLIC SERVICE/WWTP	5903670	WWPLTOP5	WASTEWATER MAINTENANCE WKR 500	UAW	1.00	1/7/2023	11,111
PUBLIC SERVICE/WWTP	5903670	WWPNTOP6	WASTEWATER MAINTENANCE WKR 600	UAW	1.00	1/28/2023	9,011
INFO TECH	6303130	DATANLST	DATA ANALYST	T243CTP	1.00	3/27/2023	1,226
INFO TECH	6303130	HLPOSKTN	HELP DESK TECH	T243CTP	1.00	3/5/2022	15,943
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/1/2017	14,443
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/12/2019	14,443
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	3/29/2019	13,016
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	5/13/2019	13,016
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	8/17/2019	13,016
PUBLIC SERVICE/FLEET	6433623	SRVCSPEC	SERVICE SPECIALIST	T243CTP	1.00	9/20/2019	11,390
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	6/4/2022	13,016
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	7/21/2021	13,016
PUBLIC SERVICE/FLEET	6433623	VEHWKR04	VEHICLE MAINTENANCE WORKER 400	UAW	1.00	11/1/2020	11,079
PUBLIC SERVICE/ENGINEERING	6453603	CTYENGNR	CITY ENGINEER	T243SUP	1.00	8/16/2019	24,900
PUBLIC SERVICE/ENGINEERING	6453603	DPBBSDIR	DEPUTY PUBLIC SERVICE DIRECTOR	NB SUPV	1.00	7/1/2017	28,181
PUBLIC SERVICE/ENGINEERING	6453603	ENGINR38	ENGINEER 38	T214NS	1.00	1/26/2023	16,347
PUBLIC SERVICE/ENGINEERING	6453603	ENGINR38	ENGINEER 38	T214NS	1.00	6/6/2019	22,607
PUBLIC SERVICE/ENGINEERING	6453603	TRANSENG	TRANSPORTATION ENGINEER	NB SUPV	1.00	1/1/2020	26,826
HUMAN RESOURCES	1012800	SAFTYADM	HEALTH & WELLNESS SPECIALIST	T243CTP	0.75	7/1/2022	10,832
HUMAN RESOURCES	1012800	PTPRTECH	PT RETIREMENT ANALYST	T243PT	0.50	7/1/2022	7,593
DISTRICT COURT	7602201	COLOFFCR	COLLECTIONS OFFICER	T243 DCT	1.00	4/1/2021	9,679
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	DCT243	1.00	5/2/2022	9,679
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	DCT243	1.00	1/28/2022	9,679
DISTRICT COURT	7602201	MAGISCLK	MAGISTRATE'S CLERK	DCT NON REPR	1.00	7/12/2019	CONTRACT
3rd Quarter Vacancy factor:					60.25		745,793
2nd Quarter Vacancy factor:					46.25		610,040
1st Quarter Vacancy factor:					47.25		621,237
YTD Vacancy Factor							1,977,070

FY 2023/2024 Budget Hearing Schedule

Updated April 24, 2023*

Beginning the last Monday in March and continuing per the schedule below, until the adoption of the Budget, City Council will convene to discuss the budget in regularly scheduled Committee of the Whole meetings. Unless otherwise noted, these meetings will take place in the Tony Benavides Lansing City Council Chambers.

The meetings below also reflect consideration and passage of the CDBG Budget.

March 27, 2023 Monday CITY COUNCIL Meeting

- Mayor Presents Budget

April 10, 2023, Monday 5:00 p.m. - Committee of the Whole Meeting-

- Budget-General Overview (Fees, Revenues, Fringe)
- CDBG Budget Presentation
- Set Public Hearing for CDBG Budget for April 24, 2023
- Set Public Hearing for FY2023/2024 Budget for May 8, 2023
- Department Budget Presentations
 - Information Technology
 - Economic Development & Planning
 - Fire
 - Finance Department

April 10, 2023, Monday CITY COUNCIL Meeting

- Resolution to Set the Public Hearing for CDBG Budget for April 24, 2023
- Resolution to Set the Public Hearing for FY2023/2024 Budget for May 8, 2023

April 24, 2023, Monday 5:00 p.m. - Committee of the Whole Meeting

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

April 24, 2023, Monday CITY COUNCIL Meeting

- Public Hearing – CDBG Budget

May 1, 2023, Monday 5:30 p.m.– Committee of the Whole Special Meeting

- Department Budget Presentations
 - Police
 - Downtown Lansing, Inc.
 - Assessing
 - LEPFA
 - LEDC
 - *Human Relations & Community Services
 - City Council & Internal Auditor
 - City Attorney

May 8, 2023, Monday 5:00 p.m. - Committee of the Whole Meeting

- CDBG Budget Adoption
- Department Budget Presentations
 - Mayor and Community Media
 - City Clerk
 - Union Representatives

May 8, 2023, Monday CITY COUNCIL Meeting

- Resolution – CDBG Budget Adoption
- Public Hearing – FY2023/2024 Budget

May 11, 2023, 5:30 p.m. Thursday SPECIAL Committee of the Whole Meeting

Neighborhood Meeting – Foster Community Center

May 15, 2023, 5:00 p.m. Monday Committee of the Whole Meeting

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

May 15, 2023, Monday CITY COUNCIL Meeting

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

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

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

5/8/2023

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

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 27, 2023, the Mayor submitted a proposed budget for the 2023/2024 fiscal year, which spans from July 1, 2023 through June 30, 2024; and

WHEREAS, the City Council held a series of televised public hearings to review the Mayor's budget recommendations, and a community input session on May 8, 2023; and

WHEREAS, in accordance with the City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on May 8, 2023, for the fiscal year 2023/2024 budget and capital improvements program, and the proposed levy for taxation; and

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

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

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2023/2024, which must include all policies to be carried forward into the current fiscal year:

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

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

BE IT FURTHER RESOLVED that 3.9 mills be levied with such revenue to be used to pay for the new Public Safety Buildings, as approved by the voters on November 8, 2022; and

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

Fee Proposed	From Current FY 2023	To Proposed FY 2024
<u>Building Safety</u>		
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Investigation fee	150.00	200.00
<u>Code Compliance</u>		
Lack of Certificate Fee	New	100.00
<u>Courts</u>		
Default Fee - Late Assessment	25.00	30.00
Alcohol/Drug Assessments	90.00	100.00
<u>South Capitol</u>		
Reserved (SCR Back Surface Lot)	144.00	147.00
Covered	117.00	120.00
Roof	92.00	95.00

North Grand

Reserved - 1st floor	163.00	166.00
Valet/Cage Area permit	163.00	166.00
Reserved - 4th Floor Area	163.00	166.00
covered	143.00	146.00
Roof	112.00	115.00

North Capitol

General	120.00	123.00
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Transient Parking Rates

Hourly rate (LC)	2.00	3.00
Daily Maximum (LC)	10.00	15.00
Lost Ticket Fee (LC)	20.00	30.00

Special Events

Special Event fee	10.00	12.00
Reserving a parking lot (per space)	20.00	30.00

Adult Sports

Recreational Softball League Team fee	240.00	250.00
Co-ed and Women's Softball	260.00	270.00
Men's softball	325.00	335.00
Men's double header softball	395.00	405.00

Community Center-Seniors

Senior out of town trips	75.00	100.00
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Community Center

Kids Camp Resident Fee	40.00	80.00
Kids Camp Pre Care Resident Fee	30.00	-
Kids Camp Post Care Resident Fee	40.00	-
Meeting rms outside of hours - non residents	85.00	120.00
Community room outside of hours res	90.00	100.00
N/R Com rm out of hours	85.00	150.00
Gym out of hours -res	80.00	100.00
Gym out of hours - non res	85.00	150.00
Gym out of hour non athletic - nr	100.00	225.00
Gym out of hours non athletic -res	95.00	150.00
Kids Camp Resident Fee	40.00	80.00
Kids Camp Pre Care Resident Fee	30.00	-
Kids Camp Post Care Resident Fee	40.00	-

Turner Dodge

Short Ceremony Rental - res	New	175.00
Short Ceremony Rental - non res	New	250.00
Birthday Party - res	110.00	175.00
Birthday Party -non res	New	250.00
School Tours	75.00	125.00
Resident first floor	120.00	125.00
Non Res first floor	135.00	185.00
Resident whole house	155.00	160.00
Non Res whole house	170.00	240.00
Guided Tour	New	10.00

Parks Administration

1/2 day, Weekday, 1/2 pavilion	70.00	75.00
1/2 day, Weekend, 1/2 pavilion	80.00	85.00
1/2 day, holiday, 1/2 pavilion	100.00	105.00
whole day, weekday, 1/2 pavilion	140.00	150.00
whole day weekend, 1/2 pavilion	160.00	170.00
whole day, holiday, 1/2 pavilion	165.00	175.00
1/2 day, weekday, whole pav	115.00	125.00
1/2 day, weekend, whole pav	135.00	145.00
1/2 day, holiday, whole pav	200.00	210.00

whole day, whole pav weekday	190.00	200.00
whole day, whole pav, weekend	220.00	235.00
whole day, whole pav, holiday	275.00	290.00

Cemetery

Monument Cuts	150.00	250.00
Cremation Tent Rental	New	250.00
Cremation Tent Rental-Same Day Serv	New	300.00

Sewer

Sewer monthly fixed charge	13.00	13.60
Industrial Pretreatment Charge	6.15	6.45
Commodity Charge	7.70	8.00

Public Service Operations and Maintenance

32 Gallon Cart	54.00	56.00
65 Gallon Cart	59.00	61.00
95 Gallon Cart	63.00	65.00
EOW 32 Gallon Cart	27.00	28.00
Bulk Rate (per item)	33.00	36.00
Commercial Recycling Fee	52.00	53.00
Recycle/Yard Waste Collection Fee	119.00	122.00

BE IT FINALLY RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2023/2024 fiscal year:

	FY 2024 Proposed	Council Changes	FY 2024 Adopted
Estimated Revenues			
Property Taxes	50,606,500		50,606,500
Income Taxes	39,350,000		39,350,000
Return on Equity	26,800,000		26,800,000
State Revenues	22,424,475		22,424,475
Charges for Services	9,295,300		9,295,300
Fines & Forfeitures	1,505,200		1,505,200
Licenses & Permits	1,824,800		1,824,800
Other Revenue	412,000		412,000
Transfers from Other Funds	100,000		100,000
Interest & Rent	621,195		621,195
Use of (Contribution to) Fund Balance	2,762,033		2,762,033
Total Revenue	155,701,503	-	155,701,503
Appropriations			
City Council			
Personnel	541,898		541,898
Operating	250,910		250,910
Total	792,808	-	792,808
Internal Audit			
Personnel	219,000		219,000
Operating	12,514		12,514
Total	231,514	-	231,514
Courts			
Personnel	5,088,290		5,088,290
Operating	1,536,070		1,536,070
Total	6,624,360	-	6,624,360
Mayor's Office			
Personnel	1,577,579		1,577,579
Operating	273,438		273,438
Total	1,851,017	-	1,851,017
Office of Community Media			
Personnel	588,100		588,100
Operating	82,438		82,438
Total	670,538	-	670,538
City Clerk's Office			
Personnel	1,183,378		1,183,378
Operating	597,287		597,287
Total	1,780,665	-	1,780,665
Neighborhood and Citizen Engagement			
Personnel	1,018,426		1,018,426
Operating	537,981		537,981
Total	1,556,407	-	1,556,407

Economic Development and Planning			
Personnel	3,451,387		3,451,387
Operating	3,369,382		3,369,382
Total	6,820,769	-	6,820,769
Assessing			
Personnel	1,707,829		1,707,829
Operating	279,721		279,721
Total	1,987,550	-	1,987,550
Finance Operating			
Personnel	1,770,206		1,770,206
Operating	554,720		554,720
Total	2,324,926	-	2,324,926
Treasury/Income Tax			
Personnel	1,749,356		1,749,356
Operating	583,003		583,003
Total	2,332,359	-	2,332,359
Human Resources			
Personnel	1,968,618		1,968,618
Operating	1,130,947		1,130,947
Total	3,099,565	-	3,099,565
City Attorney			
Personnel	2,364,324		2,364,324
Operating	275,851		275,851
Total	2,640,175	-	2,640,175
Police			
Personnel	45,756,734		45,756,734
Operating	8,709,861		8,709,861
Total	54,466,595	-	54,466,595
Fire			
Personnel	35,171,150		35,171,150
Operating	6,157,067		6,157,067
Total	41,328,217	-	41,328,217
Public Service			
Personnel	3,635,596		3,635,596
Operating	9,752,393		9,752,393
Total	13,387,989	-	13,387,989
Human Relations and Community Service			
Personnel	1,894,264		1,894,264
Operating	176,012		176,012
Total	2,070,276	-	2,070,276
Parks and Recreation			
Personnel	5,299,345		5,299,345

Operating	4,035,790		4,035,790
Total	9,335,135	-	9,335,135
Human Services and Racial Equity			
Operating	2,084,932		2,084,932
Total	2,084,932	-	2,084,932
City Supported Agencies			
Operating	549,500		549,500
Total	549,500	-	549,500
City Recognitions			
Operating	10,000		10,000
Total	10,000	-	10,000
Non-Departmental			
Vacancy Factor	(1,500,000)		(1,500,000)
Library Lease	136,500		136,500
Debt Service	1,341,410		1,341,410
Net Transfers	8,065,796		8,065,796
Total	8,043,706	-	8,043,706
ARPA Revenue Loss	(8,287,500)		(8,287,500)
Total Appropriations	155,701,503	-	155,701,503

II. Special Revenue Funds

Major Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	11,500,000		11,500,000
Utility Permit Fees (Metro Act)	525,000		525,000
Reimbursements	600,000		600,000
Miscellaneous Revenue	80,000		80,000
Use of/(Contribution to) Fund Balance	3,093,118	-	3,093,118
Total Revenue	15,798,118	-	15,798,118

Appropriations

Personnel	2,954,588		2,954,588
Operating	3,838,878		3,838,878
Capital	4,150,000		4,150,000
Debt Service	472,587		472,587
Transfers	4,382,065		4,382,065
Total Appropriations	15,798,118	-	15,798,118

Local Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	3,752,628		3,752,628
Miscellaneous Revenue	150,000		150,000

Transfers from Other Funds	6,933,565		6,933,565
Use of/(Contribution to) Fund Balance	2,498,500	-	2,498,500
Total Revenue	13,334,693	-	13,334,693

Appropriations

Personnel	2,976,056		2,976,056
Operating	3,264,707		3,264,707
Capital	6,475,000		6,475,000
Debt Service	618,930		618,930
Total Appropriations	13,334,693	-	13,334,693

Stadium Fund

Estimated Revenues

Reimbursements	125,000		125,000
Stadium Naming Rights	137,000		137,000
Transfers from Other Funds	475,716		475,716
Interest Income	10,000		10,000
Total Revenue	747,716	-	747,716

Appropriations

Operating	747,716		747,716
Total Appropriations	747,716	-	747,716

Building Departments Fund

Estimated Revenues

Licenses & Permits	2,814,500		2,814,500
Charges for Services	-		-
Use of/(Contribution to) Fund Balance	225,128	-	225,128
Total Revenue	3,039,628	-	3,039,628

Appropriations

Personnel	2,325,278		2,325,278
Operating	714,350		714,350
Total Appropriations	3,039,628	-	3,039,628

Community Block Development Grant (CDBG) Fund

Estimated Revenues

Federal Grants	3,852,148		3,852,148
General Fund Transfer	139,080		139,080
Total Revenue	3,991,228	-	3,991,228

Appropriations

Personnel	1,007,117		1,007,117
Operating	2,984,111		2,984,111
Total Appropriations	3,991,228	-	3,991,228

HOME Grant Fund

Estimated Revenues

Federal Grants/Income
Total Revenue

903,397		903,397
903,397	-	903,397

Appropriations

Personnel
Operating
Total Appropriations

78,381		78,381
825,016		825,016
903,397	-	903,397

Emergency Shelter Grant (ESG) Fund**Estimated Revenues**

Federal Grants
Total Revenue

181,593		181,593
181,593	-	181,593

Appropriations

Operating
Total Appropriations

181,593		181,593
181,593	-	181,593

Federal Drug Enforcement Special Revenue Fund**Estimated Revenues**

Use of/(Contribution to) Fund Balance
Total Revenue

186,000		186,000
186,000	-	186,000

Appropriations

Operating
Capital
Total Appropriations

132,000		132,000
54,000		54,000
186,000	-	186,000

Tri-County Metro Drug Law Enforcement Fund**Estimated Revenues**

Drug Forfeitures
Contributions from Local Units
Interest Income
Use of/(Contribution to) Fund Balance
Total Revenue

50,000		50,000
400,000		400,000
-		-
(209,000)		(209,000)
241,000	-	241,000

Appropriations

Personnel
Operating
Total Appropriations

-		-
241,000		241,000
241,000	-	241,000

Downtown Lansing, Inc.**Estimated Revenues**

Special Assessments
Grants
Miscellaneous
Transfer from General Fund

365,000		365,000
4,200,000		4,200,000
317,000		317,000
85,000		85,000

Use of/(Contribution to) Fund Balance	(561,913)	(561,913)
Total Revenue	4,405,087	4,405,087
Appropriations		
Personnel	443,000	443,000
Operating	3,962,087	3,962,087
Total Appropriations	4,405,087	4,405,087
III. Enterprise Funds		
Cemeteries Fund		
Estimated Revenues		
Cemetery Service Revenue	309,000	309,000
Sale of Lots	155,000	155,000
Transfer from Parks Millage	527,827	527,827
Transfer from Perpetual Care	-	-
Total Revenue	991,827	991,827
Appropriations		
Personnel	598,563	598,563
Operating	393,264	393,264
Transfers	-	-
Total Appropriations	991,827	991,827
Golf Fund		
Estimated Revenues		
Transfers In - Parks Millage	100,383	100,383
Total Revenue	100,383	100,383
Appropriations		
Operating	100,383	100,383
Total Appropriations	100,383	100,383
Parking Fund		
Estimated Revenues		
Parking Revenue	3,887,800	3,887,800
Baseball Revenue	35,000	35,000
Parking Fines	621,000	621,000
Other Revenue	40,000	40,000
Use of/(Contribution to) Fund Balance	777,522	777,522
Total Revenue	5,361,322	5,361,322
Appropriations		
Personnel	2,181,422	2,181,422
Operating	2,331,800	2,331,800
Capital	131,000	131,000
Debt Service	717,100	717,100
Total Appropriations	5,361,322	5,361,322

Wastewater Fund

Estimated Revenues

Sewer Charges	35,980,000		35,980,000
Interest Income	150,000		150,000
Miscellaneous Income	20,000		20,000
Use of/(Contribution to) Fund Balance	9,177,792		9,177,792
Total Revenue	45,327,792	-	45,327,792

Appropriations

Personnel	8,093,656		8,093,656
Operating	10,426,713		10,426,713
Capital	13,201,000		13,201,000
Debt Service	13,306,423		13,306,423
Return on Equity	300,000		300,000
Total Appropriations	45,327,792	-	45,327,792

Refuse Fund

Estimated Revenues

Operating Income	3,500,000		3,500,000
Interest Income	1,500		1,500
Use of/(Contribution to) Fund Balance	1,187,174		1,187,174
Total Revenue	4,688,674	-	4,688,674

Appropriations

Personnel	1,471,453		1,471,453
Operating	1,517,221		1,517,221
Capital	1,700,000		1,700,000
Total Appropriations	4,688,674	-	4,688,674

Recycling Fund

Estimated Revenues

Operating Income	4,666,600		4,666,600
Interest Income	6,000		6,000
Use of/(Contribution to) Fund Balance	19,177		19,177
Total Revenue	4,691,777	-	4,691,777

Appropriations

Personnel	1,744,984		1,744,984
Operating	2,696,793		2,696,793
Capital	250,000		250,000
Total Appropriations	4,691,777	-	4,691,777

III. Capital Project Funds

Capital Improvement Fund

Estimated Revenues

Transfer from General Fund	2,200,000		2,200,000
Loan Revenue	180,000		180,000
PEG (Cable Capital) Revenues	450,000		450,000
Use of/(Contribution to) Fund Balance	3,611,780		3,611,780
Total Revenue	6,441,780	-	6,441,780

Appropriations

Capital	5,811,780		5,811,780
PEG Capital/Debt Service	350,000		350,000
Debt Service	180,000		180,000
Transfer to General Fund	100,000		100,000
Total Appropriations	6,441,780	-	6,441,780

Parks Millage Fund

Estimated Revenues

Parks Transfer	2,514,500		2,514,500
Total Revenue	2,514,500	-	2,514,500

Appropriations

Transfers to Golf/Cemetery Funds	628,210		628,210
Capital	1,886,290		1,886,290
Total Appropriations	2,514,500	-	2,514,500

Public Safety Fund

Estimated Revenues

Property Tax Levy	10,152,539		10,152,539
Total Revenue	10,152,539	-	10,152,539

Appropriations

Debt Service	10,152,539		10,152,539
Total Appropriations	10,152,539	-	10,152,539

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2023/2024 fiscal year:

(Resolution Continued Next Page)

Account	Department	Proposed Budget	Proposed Operational Budget	5% Operational Cut	5% cut dollar amount	Proposed Operational Budget	10% Operational Cut	10% cut dollar amount	Proposed Operational Budget	1% Operational	1% cut dollar amount
101.172601.000000.00000, 101.172610.000000.00000, 101.172620.000000.00000, 101.172650.000000.00000	EDP (GF)	6,820,769.00	3,369,382.00	3,200,912.90	168,469.10	3,369,382.00	3,032,443.80	336,938.20	3,369,382.00	3,335,688.18	33,693.82
101.112101.000000.00000	City Council	792,808.00	250,910.00	238,364.50	12,545.50	250,910.00	225,819.00	25,091.00	250,910.00	248,400.90	2,509.10
101.112120.000000.00000	Internal Auditor	231,514.00	12,514.00	11,888.30	625.70	12,514.00	11,262.60	1,251.40	12,514.00	12,388.86	125.14
101.172900.000000.00000	City Attorney	2,640,175.00	275,851.00	262,058.45	13,792.55	275,851.00	248,265.90	27,585.10	275,851.00	273,092.49	2,758.51
101.172710.000000.00000	Finance	2,324,926.00	554,720.00	526,984.00	27,736.00	554,720.00	499,248.00	55,472.00	554,720.00	549,172.80	5,547.20
101.172730.000000.00000	Treasury	2,332,359.00	583,003.00	553,852.85	29,150.15	583,003.00	524,702.70	58,300.30	583,003.00	577,172.97	5,830.03
101.172250.000000.00000, 101.172320.000000.00000	Neighborhoods & Citizens Engagement	1,556,407.00	537,981.00	511,081.95	26,899.05	537,981.00	484,182.90	53,798.10	537,981.00	532,601.19	5,379.81
101.172800.000000.00000	Human Resources	3,099,565.00	1,130,947.00	1,074,399.65	56,547.35	1,130,947.00	1,017,852.30	113,094.70	1,130,947.00	1,119,637.53	11,309.47
101.173140.000000.00000, 101.453603.000000.00000, 101.453606.000000.00000, 101.453610.000000.00000, 101.453611.000000.00000, 101.453612.000000.00000, 101.453613.000000.00000, 101.453614.000000.00000, 101.453615.000000.00000, 101.453618.000000.00000, 101.453619.000000.00000, 101.453620.000000.00000, 101.453621.000000.00000, 101.453640.000000.00000	Public Service (GF)	13,387,989.00	9,752,393.00	9,264,773.35	487,619.65	9,752,393.00	8,777,153.70	975,239.30	9,752,393.00	9,654,869.07	97,523.93
101.783810.000000.00000, 101.783821.000000.00000, 101.783822.000000.00000, 101.783830.000000.00000, 101.783831.000000.00000, 101.783832.000000.00000, 101.783833.000000.00000, 101.783836.000000.00000, 101.783837.000000.00000, 101.783838.000000.00000, 101.783870.000000.00000	Parks and Recreation (GF)	9,335,135.00	4,035,790.00	3,834,000.50	201,789.50	4,035,790.00	3,632,211.00	403,579.00	4,035,790.00	3,995,432.10	40,357.90
101.672500.000000.00000	Human Relations & Community Services	2,070,276.00	176,012.00	167,211.40	8,800.60	176,012.00	158,410.80	17,601.20	176,012.00	174,251.88	1,760.12
101.172720.000000.00000	Assessing	1,987,550.00	279,721.00	265,734.95	13,986.05	279,721.00	251,748.90	27,972.10	279,721.00	276,923.79	2,797.21
101.172300.000000.00000	Mayor	1,851,017.00	273,438.00	259,766.10	13,671.90	273,438.00	246,094.20	27,343.80	273,438.00	270,703.62	2,734.38
101.172310.000000.00000	Community Media Center	670,538.00	82,538.00	78,411.10	4,126.90	82,538.00	74,284.20	8,253.80	82,538.00	81,712.62	825.38
101.172400.000000.00000	City Clerk	1,780,665.00	597,287.00	567,422.65	29,864.35	597,287.00	537,558.30	59,728.70	597,287.00	591,314.13	5,972.87
	Total	50,881,693.00	21,912,487.00	20,816,862.65	1,095,624.35	21,912,487.00	19,721,238.30	2,191,248.70	21,912,487.00	21,693,362.13	219,124.87

Mayor's Proposed FY24 Ending General Fund Reserves	21,985,100.00
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Account	5% with no Police & Fire	10% with no Police & Fire	5% with 1% Police & Fire	10% with 1% Police & Fire
ARPA	8,287,500.00	8,287,500.00	8,287,500.00	8,287,500.00
Mayor's Budget Use of General Fund Reserves	2,762,033.00	2,762,033.00	2,762,033.00	2,762,033.00
Proposed Cuts	(1,095,624.35)	(2,191,248.70)	(1,244,293.63)	(2,339,917.98)
Proposed Use of General Fund Reserves	1,666,408.65	570,784.30	1,517,739.37	422,115.02
Amended Proposed Ending General Fund Reserves	23,080,724.35	24,176,348.70	23,229,393.63	24,325,017.98
Recommended Fund Balance (12-15% of expenditures)	19,547,205.44-\$24,434,006.80	19,415,730.52-24,269,663.15	19,529,365.12-24,411,706.41	19,397,890.20-24,247,362.75

Account	Department	Proposed Budget	Proposed Operational Budget	5% Operational Cut	5% cut dollar amount	Proposed Operational Budget	10% Operational Cut	10% cut dollar amount	Proposed Operational Budget	1% Operational Cut	1% cut dollar amount
101.172601.000000.00000, 101.172610.000000.00000, 101.172620.000000.00000, 101.172650.000000.00000	EDP (GF)	6,820,769.00	3,369,382.00	3,200,912.90	168,469.10	3,369,382.00	3,032,443.80	336,938.20	3,369,382.00	3,335,688.18	33,693.82
101.343501.000000.00000, 101.343510.000000.00000, 101.343520.000000.00000, 101.343525.000000.00000, 101.343526.000000.00000, 101.343530.000000.00000, 101.343540.000000.00000, 101.343550.000000.00000, 101.343570.000000.00000, 101.343580.000000.00000	Fire	41,328,217.00	6,157,067.00	5,849,213.65	307,853.35	6,157,067.00	5,541,360.30	615,706.70	6,157,067.00	6,095,496.33	61,570.67
101.112101.000000.00000	City Council	792,808.00	250,910.00	238,364.50	12,545.50	250,910.00	225,819.00	25,091.00	250,910.00	248,400.90	2,509.10
101.112120.000000.00000	Internal Auditor	231,514.00	12,514.00	11,888.30	625.70	12,514.00	11,262.60	1,251.40	12,514.00	12,388.86	125.14
101.172900.000000.00000	City Attorney	2,640,175.00	275,851.00	262,058.45	13,792.55	275,851.00	248,265.90	27,585.10	275,851.00	273,092.49	2,758.51
101.172710.000000.00000	Finance	2,324,926.00	554,720.00	526,984.00	27,736.00	554,720.00	499,248.00	55,472.00	554,720.00	549,172.80	5,547.20
101.172730.000000.00000	Treasury	2,332,359.00	583,003.00	553,852.85	29,150.15	583,003.00	524,702.70	58,300.30	583,003.00	577,172.97	5,830.03
101.172250.000000.00000, 101.172320.000000.00000	Neighborhoods & Citizens Engagement	1,556,407.00	537,981.00	511,081.95	26,899.05	537,981.00	484,182.90	53,798.10	537,981.00	532,601.19	5,379.81
101.172800.000000.00000	Human Resources	3,099,565.00	1,130,947.00	1,074,399.65	56,547.35	1,130,947.00	1,017,852.30	113,094.70	1,130,947.00	1,119,637.53	11,309.47
101.173140.000000.00000, 101.453603.000000.00000, 101.453606.000000.00000, 101.453610.000000.00000, 101.453611.000000.00000, 101.453612.000000.00000, 101.453613.000000.00000, 101.453614.000000.00000, 101.453615.000000.00000, 101.453618.000000.00000, 101.453619.000000.00000, 101.453620.000000.00000, 101.453621.000000.00000, 101.453640.000000.00000	Public Service (GF)	13,387,989.00	9,752,393.00	9,264,773.35	487,619.65	9,752,393.00	8,777,153.70	975,239.30	9,752,393.00	9,654,869.07	97,523.93
101.783810.000000.00000, 101.783821.000000.00000, 101.783822.000000.00000, 101.783830.000000.00000, 101.783831.000000.00000, 101.783832.000000.00000, 101.783833.000000.00000, 101.783836.000000.00000, 101.783837.000000.00000, 101.783838.000000.00000, 101.783870.000000.00000	Parks and Recreation (GF)	9,335,135.00	4,035,790.00	3,834,000.50	201,789.50	4,035,790.00	3,632,211.00	403,579.00	4,035,790.00	3,995,432.10	40,357.90
101.672500.000000.00000	Human Relations & Community Services	2,070,276.00	176,012.00	167,211.40	8,800.60	176,012.00	158,410.80	17,601.20	176,012.00	174,251.88	1,760.12
101.343201.000000.00000, 101.343212.000000.00000, 101.343213.000000.00000, 101.343221.000000.00000, 101.343222.000000.00000, 101.343224.000000.00000, 101.343225.000000.00000, 101.343240.000000.00000, 101.343251.000000.00000	Police	54,466,595.00	8,709,861.00	8,274,367.95	435,493.05	8,709,861.00	7,838,874.90	870,986.10	8,709,861.00	8,622,762.39	87,098.61
101.172720.000000.00000	Assessing	1,987,550.00	279,721.00	265,734.95	13,986.05	279,721.00	251,748.90	27,972.10	279,721.00	276,923.79	2,797.21
101.172300.000000.00000	Mayor	1,851,017.00	273,438.00	259,766.10	13,671.90	273,438.00	246,094.20	27,343.80	273,438.00	270,703.62	2,734.38
101.172310.000000.00000	Community Media Center	670,538.00	82,538.00	78,411.10	4,126.90	82,538.00	74,284.20	8,253.80	82,538.00	81,712.62	825.38
101.172400.000000.00000	City Clerk	1,780,665.00	597,287.00	567,422.65	29,864.35	597,287.00	537,558.30	59,728.70	597,287.00	591,314.13	5,972.87
	Total	146,676,505.00	36,779,415.00	34,940,444.25	1,838,970.75	36,779,415.00	33,101,473.50	3,677,941.50	36,779,415.00	36,411,620.85	367,794.15

BUDGET SESSION
APRIL 10TH
QUESTIONS/ANSWERS





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.

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?
- Why has the suppression line item for Fire – Overtime FLSA been cut from \$100,000 to \$10,000?
- Was a potential increase for wages baked into this budget? If not please explain why not.

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?

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 taxes 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 taxes 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.

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 FY2: +\$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.

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

Facilities	Spaces	Size in Acres
North Grand Ramp	889	1.691
North Capitol Ramp	578	1.136
South Capitol Ramp	885	1.926
Lansing Center Lots	372	2.835
Lot 1	125	1
Lot 7 (S. Washington lot currently under contract with BWL)		
Lot 8	38	0.513
Lot 9	85	0.17
Lot 17	20	0.139
Lot 45 (Rotary Park/City Market Lot - no revenue)	14	Part of City Market Parcel
Lot 49 (a)	64	1.008
Lot 49	81	1.217
Lot 52	34	Part of Stadium Parcel
Lot 53	31	Part of Stadium Parcel
Lot 55	45	0.437
Lot 56	150	0.655
Lot 57	20+?	0.385
Total	3411	

via email from EDP 3.23.2023

BUDGETED YEAR		FY21	FY22	FY23	FY24
CONTRACTUAL SERVICES					
G. ADMINISTRATION	641	\$35,000.00	\$556,000.00	\$240,000.00	\$245,000.00
OPERATIONS	642	\$55,000.00	\$46,000.00	\$35,000.00	\$35,000.00
MAINTENANCE	643	\$190,500.00	\$95,000.00	\$95,000.00	\$60,000.00
SOUTH CAPITOL RAMP	645	\$32,500.00	\$35,000.00	\$60,000.00	\$60,000.00
NORTH GRAND RAMP	646	\$210,000.00	\$30,000.00	\$80,000.00	\$80,000.00
NORTH CAPITOL RAMP	647	\$90,000.00	\$27,500.00	\$70,000.00	\$70,000.00
TOTAL		\$613,000.00	\$789,500.00	\$580,000.00	\$550,000.00

EQUIPMENT

G. ADMINISTRATION	641	\$0.00	\$5,000.00	\$0.00	\$2,500.00
OPERATIONS	642	\$162,700.00	\$55,000.00	\$0.00	\$10,000.00
MAINTENANCE	643	\$0.00	\$5,000.00	\$2,500.00	\$2,500.00
SOUTH CAPITOL RAMP	645	\$20,800.00	\$0.00	\$0.00	\$0.00
NORTH GRAND RAMP	646	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
NORTH CAPITOL RAMP	647	\$10,800.00	\$2,500.00	\$2,500.00	\$2,500.00
TOTAL		\$194,300.00	\$70,000.00	\$7,500.00	\$20,000.00

MAJOR MAINTENANCE

G. ADMINISTRATION	641	\$0.00	\$0.00	\$0.00	\$0.00
OPERATIONS	642	\$0.00	\$0.00	\$0.00	\$0.00
MAINTENANCE	643	\$550,000.00	\$0.00	\$20,000.00	\$20,000.00
SOUTH CAPITOL RAMP	645	\$5,000.00	\$0.00	\$20,000.00	\$20,000.00
NORTH GRAND RAMP	646	\$35,000.00	\$15,000.00	\$20,000.00	\$20,000.00
NORTH CAPITOL RAMP	647	\$7,500.00	\$20,000.00	\$20,000.00	\$20,000.00
TOTAL		\$597,500.00	\$35,000.00	\$80,000.00	\$80,000.00

CONTRACTUAL SERVICES - ADMINISTRATION

GL Key 5853641 - Contracts for TIBA (parking access controls), Flowbird (pay stations), Nupark (software), etc.

EQUIPMENT - OPERATIONS

GL Key 5853642 - Extreme Makeover

MAJOR MAINTENANCE - MAINTENANCE

GL Key 5853643 - Extreme Makeover

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	Internal Service Fund
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	<u>55,190,397</u>	<u>4,665,444</u>	<u>3,860,082</u>	<u>63,715,923</u>	<u>14,466,626</u>
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	<u>288,366,929</u>	<u>9,818,316</u>	<u>1,753,423</u>	<u>299,938,668</u>	<u>10,101,745</u>
Total noncurrent assets	<u>324,518,327</u>	<u>41,195,940</u>	<u>2,156,810</u>	<u>367,871,077</u>	<u>10,194,637</u>
TOTAL ASSETS	<u>379,708,724</u>	<u>45,861,384</u>	<u>6,016,892</u>	<u>431,587,000</u>	<u>24,661,263</u>
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	<u>1,452,845</u>	<u>406,530</u>	<u>810,394</u>	<u>2,669,769</u>	<u>-</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>3,221,780</u>	<u>3,958,241</u>	<u>1,267,447</u>	<u>8,447,468</u>	<u>-</u>
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	<u>11,257,046</u>	<u>2,593,908</u>	<u>118,343</u>	<u>13,969,297</u>	<u>233,466</u>
Total current liabilities	<u>15,663,425</u>	<u>5,716,436</u>	<u>641,979</u>	<u>22,021,840</u>	<u>3,371,012</u>
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	<u>8,051,894</u>	<u>2,253,053</u>	<u>4,491,331</u>	<u>14,796,278</u>	<u>-</u>
Total noncurrent liabilities	<u>107,322,147</u>	<u>37,231,329</u>	<u>13,121,139</u>	<u>157,674,615</u>	<u>2,038,514</u>
TOTAL LIABILITIES	<u>122,985,572</u>	<u>42,947,765</u>	<u>13,763,118</u>	<u>179,696,455</u>	<u>5,409,526</u>
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	<u>8,913,021</u>	<u>2,494,010</u>	<u>4,971,667</u>	<u>16,378,698</u>	<u>-</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>10,363,707</u>	<u>2,899,936</u>	<u>5,780,857</u>	<u>19,044,500</u>	<u>-</u>
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	<u>21,468,835</u>	<u>11,861,335</u>	<u>(14,298,103)</u>	<u>19,032,067</u>	<u>10,456,495</u>
TOTAL NET POSITION	<u>\$ 249,581,225</u>	<u>\$ 3,971,924</u>	<u>\$ (12,259,636)</u>	<u>\$ 241,293,513</u>	<u>\$ 19,251,737</u>

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	Total	Internal Service Funds
OPERATING REVENUES					
Charges for services	\$ 38,471,972	\$ 2,710,377	\$ 7,859,322	\$ 49,041,671	\$ 87,406,145
Intergovernmental	-	-	-	-	227,654
Other	-	-	-	-	93,789
TOTAL OPERATING REVENUES	38,471,972	2,710,377	7,859,322	49,041,671	87,727,588
OPERATING EXPENSES					
Personnel services	-	(1,692,779)	1,549,115	(143,664)	8,501,033
Purchase of goods and services	9,654,982	1,185,316	3,220,357	14,060,655	75,557,564
Other services and charges	77,624	-	-	77,624	-
Depreciation	9,876,478	1,249,037	91,892	11,217,407	2,258,179
TOTAL OPERATING EXPENSES	19,609,084	741,574	4,861,364	25,212,022	86,316,776
OPERATING INCOME	18,862,888	1,968,803	2,997,958	23,829,649	1,410,812
NONOPERATING REVENUE (EXPENSES)					
Interest revenue	163,449	1,024,999	1,230	1,189,678	-
Gain on sale of capital assets	-	-	-	-	226,306
Other	-	(171,260)	-	(171,260)	-
Interest expense and fees	(1,219,411)	(2,270,261)	(4,986)	(3,494,658)	(21,406)
TOTAL NONOPERATING REVENUES (EXPENSES)	(1,055,962)	(1,416,522)	(3,756)	(2,476,240)	204,900
NET INCOME BEFORE TRANSFERS	17,806,926	552,281	2,994,202	21,353,409	1,615,712
TRANSFERS IN	443,521	-	460,000	903,521	2,005,000
TRANSFERS OUT	-	(2,005,000)	(2,120,000)	(4,125,000)	-
TOTAL TRANSFERS	443,521	(2,005,000)	(1,660,000)	(3,221,479)	2,005,000
CHANGE IN NET POSITION	18,250,447	(1,452,719)	1,334,202	18,131,930	3,620,712
Net position (deficit), beginning of year	231,330,778	5,424,643	(13,593,838)	223,161,583	15,631,025
Net position (deficit), end of year	<u>\$ 249,581,225</u>	<u>\$ 3,971,924</u>	<u>\$ (12,259,636)</u>	<u>\$ 241,293,513</u>	<u>\$ 19,251,737</u>

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	Internal Service Fund
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	Total	Internal Service Funds
OPERATING REVENUES					
Charges for services	\$ 35,943,034	\$ 5,101,852	\$ 8,228,399	\$ 49,273,285	\$ 95,907,146
Other	-	-	-	-	58,951
TOTAL OPERATING REVENUES	35,943,034	5,101,852	8,228,399	49,273,285	95,966,097
OPERATING EXPENSES					
Personnel services	(796,916)	714,574	337,212	254,870	9,023,759
Purchase of goods and services	10,842,620	1,945,852	3,002,681	15,791,153	78,846,327
Other services and charges	24,005	4,650	-	28,655	-
Depreciation	9,898,880	2,067,069	87,874	12,053,823	2,109,769
TOTAL OPERATING EXPENSES	19,968,589	4,732,145	3,427,767	28,128,501	89,979,855
OPERATING INCOME	15,974,445	369,707	4,800,632	21,144,784	5,986,242
NONOPERATING REVENUE (EXPENSES)					
Interest income (loss)	199,619	493,047	5,996	698,662	-
Gain on sale of capital assets	-	-	-	-	134,526
Interest expense and fees	(2,271,389)	(5,377,920)	(1,164)	(7,650,473)	(18,257)
TOTAL NONOPERATING REVENUES (EXPENSES)	(2,071,770)	(4,884,873)	4,832	(6,951,811)	116,269
NET INCOME (LOSS) BEFORE TRANSFERS	13,902,675	(4,515,166)	4,805,464	14,192,973	6,102,511
TRANSFERS IN	-	-	625,000	625,000	-
TRANSFERS OUT	-	-	(28,000)	(28,000)	-
TOTAL TRANSFERS	-	-	597,000	597,000	-
CHANGE IN NET POSITION	13,902,675	(4,515,166)	5,402,464	14,789,973	6,102,511
Net position (deficit), beginning of year	249,581,225	3,971,924	(12,259,636)	241,293,513	19,251,737
Net position (deficit), end of year	<u>\$ 263,483,900</u>	<u>\$ (543,242)</u>	<u>\$ (6,857,172)</u>	<u>\$ 256,083,486</u>	<u>\$ 25,354,248</u>

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

- 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?

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
 - o 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 SESSION
APRIL 24TH
QUESTIONS/ANSWERS





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.

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.

Executive Assistant

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

District Court

- Can you explain your zoom capabilities in the Court for hybrid Court sessions?
 - What are the costs associated with your zoom capabilities?
- 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?
- Can you clarify who received the \$50,000 for dispute resolution from ARPA funds?
 - Is this program working?
 - Is this program in your budget for FY24?
- Please provide a list of what contractual services your department is using.
 - Are you checking for current insurance and licenses?

Neighborhoods, Arts, and Citizen Engagement

- How many staff members does neighborhoods have?
- How many staff members does the Office of Financial Empowerment have?
- 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?
- Do you know how many calls 311 has taken?
 - Do you know how many have resulted in resolution?
 - Can you track if there has been a decrease in calls to departments as a result of 311?
- Can you explain what comes from your miscellaneous operating line item?
- What is the \$100,000 of ARPA money for marketing going towards?

- Are other departments who work with the community referring people to the Office of Financial Empowerment?
 - Do you have a number for referrals from other departments?
- Are you able to distinguish between calls that come directly to 311 vs calls that are rerouted to 311?
- Please provide a list of what contractual services your department is using.
 - Are you checking for current insurance and licenses?

Human Resources

- Can you explain the short-term FTE HR added?
- Can you explain the residency incentive program?
 - How do you market this program?
- What is the employee recognition program?
- Can you explain the 4 FTEs added in the last two years?
- How many hiring specialists does HR currently have?
- Is there anything in this budget or that were doing anything internally to increase efficiencies in the hiring process?
- Is a HR department of 15 employees sufficient?
- Please provide a list of what contractual services your department is using.
 - Are you checking for current insurance and licenses?
- Can you explain what your training line item is used for?
 - Please provide a list of trainings
- Why don't we have paper applications available?
- What training is the City doing on diversity and inclusion?

Public Service

- Can you describe any changes to the FTEs in your personnel budget?
- Can you explain the long-term financial plan to pay for the increase in projects in the local streets fund?
- Can you explain the long-term financial plan to pay for the increase in projects in the major streets fund?
- Please provide a list of CIPs that are mandated vs. not mandated.
- How are utilities allocated throughout the City?
- Can you talk about the condition of the fleet for trash and CART vehicles?
 - Does the allocation method allow for more timely replacement of vehicles?
- How many operable sweepers do we have?
- What is the City doing about chipseal issue?
 - Is there anything to address this in the FY24 budget?
- Please provide a list of all public service vehicles that were purchased with ARPA dollars and those you plan to purchase as part of the FY24 budget.
- Have we worked out with law guarantees in contracts?
 - Specifically asking about asphalt and chipseal
- Are you aware of how much Public Service is paying for 311?

- Do you believe you're getting enough calls to warrant this?
- We had a discussion a few years back on the sewer fund – it was being increased by 4%. We were told we were going to get to a place where 4% wasn't going to be enough. Is that something we're looking at?
- Did a previous administration pause the CSO program?
 - If so for how many years?
 - If so how much money did it cost the City?
- Please provide a list of what contractual services your department is using.
 - Are you checking for current insurance and licenses?

Parks and Recreation

- Can you explain what the two FTEs you added are?
- Are we returning to pre pandemic levels of participation in our youth programs?
- Was Parks and Recreation part of the seasonal job fair?
- Can you highlight some of the tree planting efforts the City is doing?
 - Do you have the resources to take care of the trees once they are planted?
- Do we have enough personnel to do tree trimming?
- Is there state and federal funding for stump removal/grinding?
- Is there a plan for stump removal/grinding?
- How many playground replacements are planned for FY24?
 - Are we doing anything different for community outreach about playgrounds?
- Have increases in revenues for the Cemetery fund been taken into account?
- Please provide a list of what contractual services your department is using.
 - Are you checking for current insurance and licenses?

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	Description	Status/Notes
INSITUFORM TECHNOLOGIES USA LLC	\$5,779,025.58	592	Sewers/Interceptor	Last Updated 1/2022, several open projects
HOFFMAN BROTHERS INC	\$5,715,085.83	590	Sanitary Sewers	Last Updated 1/2022, several open projects
RAM CONSTRUCTION SERVICES OF MICHIGAN INC	\$5,429,887.39	585	Parking	Contract entered 6/2020
CAPITAL AREA HOUSING PARTNERSHIP	\$3,713,500.61	273/263/252	Sub Grant	Annual Contract/Subgrant Award
HOLY CROSS SERVICES INC	\$3,266,171.66	273/264	Sub Grant	Annual Contract/Subgrant Award
LANSING BOARD OF WATER & LIGHT	\$3,150,312.94	101	Utilities	Utilities
DUNIGAN BROTHERS INC	\$2,585,883.88	590	Sanitary Sewers	Contracted in 2020
FISHBECK	\$2,323,570.85	590	Engineering/Sewers	Contract thru 11/2023
ANLAAN CORPORATION	\$1,512,771.28	273	Bridge Repair	Contract thru 5/2023
DELTA DENTAL PLAN OF MICHIGAN	\$1,447,678.59	650	Health Coverage	Rebid FY19/20
JOHNSON CONTROLS INC	\$1,370,972.97	410/585/101	Construction/Repair	Contract started 11/2021
LANSING PROPERTIES I LLC	\$1,321,100.48	281	Brownfield	Brownfield
ADVENT HOUSE MINISTRIES INC	\$1,312,481.39	273	Sub Grant	Annual Contract/Subgrant Award
STATE OF MICHIGAN - MDOT	\$1,264,356.67	202/590	Streets	State Agency/Match/Debt Service
R & R FIRE TRUCK REPAIR INC	\$1,212,542.44	410	Install Purch Agree.	Installment Purchase- Debt service
OTIS ELEVATOR CO	\$1,173,612.48	585	Parking/Repairs	Contract thru 7/2025
LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORIT	\$1,136,636.15	101	LEPFA Fund	Annual LEPFA payment
DEWPOINT INC	\$1,048,400.35	630	IT services	Contract up 11/2023
AMWINS GROUP BENEFITS INC	\$993,685.48	650	Health Coverage	Rebid FY19/20
MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY	\$961,497.00	101	P/C Insurance	Last Bid in 2020
LANSING HOUSING COMMISSION	\$887,267.34	273	Sub Grant	Annual Contract/Subgrant Award
WEX BANK	\$845,834.01	643	Fleet/Fuel	Due to Rebid
LEAVITT & STARCK EXCAVATING	\$819,492.88	412/585	Paving/Parking	Bid Jan 2023
ANGLIN CIVIL LLC	\$782,615.19	273	Construction/Cap Outlay	Contract entered 8/2021
ERIC'S REFUSE LLC	\$661,708.00	101	Contracted Service	Bid 10/2022
LANSING ECONOMIC DEVELOPMENT CORPORATION	\$647,107.75	281	Brownfield/Admin	Brownfield/Admin
GOVCONNECTION INC	\$624,252.94	630	IT software	Subscription Services
ENG INC	\$620,720.81	202	Streets	Contract thru 3/2024
GRANGER	\$598,514.34	596/590/101	Landfill fees/Operating	Contract thru 1/2024
MAXORPLUS LTD	\$592,547.24	650	Health Coverage	Rebid FY19/20
UNITED LAWNSCAPE INC	\$588,263.22	101/516/203	Contracted Service	Contract thru 3/2024

- ***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.

Ledger: G
Report Date: 04/27/2023

City of Lansing
Open & Hold Summary by check #

Start Date: 04/01/2022
End Date: 04/27/2023

<u>Vendor ID</u> <u>Vendor Name</u>						
<u>Invoice #</u>	<u>Inv Date</u>	<u>Description</u>	<u>Dist. Amount</u>	<u>GL KEY</u>	<u>- Object</u>	<u>Batch ID</u>
RSCCM1012GF	10/12/2022	V030570 DISPUTE RESOLUTION RSCCM-JARJP GF 1ST	5,000.00	1013720	960301	ONDO182A
RSCCM1012GF	10/12/2022	V030570 DISPUTE RESOLUTION RSCCM-RJ GF 1ST	15,000.00	1013720	960301	ONDO182A
Check Information	11/01/2022	Total for Check No: 00692057	20,000.00			
00692057	Cleared	11/8/2022				
12152022	12/15/2022	V030570 DISPUTE RESOLUTION FUND IMP EXP 54A DC	30,000.00	7330012200	741000	OSRD152A
Check Information	12/20/2022	Total for Check No: 00693796	30,000.00			
00693796	Cleared	1/6/2023				
RSCCM30623G	03/06/2023	V030570 DISPUTE RESOLUTION RSCCM-JARJP FY23 2ND GF	5,000.00	1013720	960301	OND3203A
RSCCM030623	03/06/2023	V030570 DISPUTE RESOLUTION RSCCM-RJ FY23 2ND GF	15,000.00	1013720	960301	OND3203A
Check Information	03/22/2023	Total for Check No: 00695991	20,000.00			
00695991	Issued, not cleared					
4089	03/22/2023	V030570 DISPUTE RESOLUTION MEDIATION	2,000.00	1012800	743000	OAS4143A
Check Information	04/14/2023	Total for Check No: 00696440	2,000.00			
00696440	Issued, not cleared					

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.

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

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Budget Questions from Committee of the Whole 4.24.23

Public Service

- Can you describe any changes to the FTEs in your personnel budget?

The Department did not request any personnel (FTE) changes in the FY '24 budget. There were some reorganizations during FY '23.

- Can you explain the long-term financial plan to pay for the increase in projects in the local streets fund?

The increase in projects this year is an anomaly, due to both the paving of streets in the Frandora Hills neighborhood, in conjunction with the Montgomery Drain project as well as two large CSO projects. Long-term, the financial resources within the local streets fund are not adequate to significantly improve the overall condition of our local streets.

- Can you explain the long-term financial plan to pay for the increase in projects in the major streets fund?

The increase in major streets funds for the FY '24 fiscal year are to pay the required local match for the Michigan Avenue project, which is the largest road project the City has had for at least a decade. The major street fund is financially stable, however, several million dollars are transferred to the local streets fund each year to subsidize this fund, so the funds are interrelated.

- Please provide a list of CIPs that are mandated vs. not mandated.

Both Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) are mandated through an Administrative Consent Order with EGLE and EPA. The City is also required to comply with the bridge and streets asset management plans filed with and approved by the state of Michigan. Additionally, the City is mandated to comply with ADA standards in addressing sidewalk issues, including intersection curb ramps. Finally, we must comply with applicable building codes for projects in all City buildings and facilities.

- How are utilities allocated throughout the City?

Utilities are allocated to a number of accounts based on past practice. The Public Service Department is currently gathering all utility data both to use as a baseline for our Sustainability Action Plan and to assign these costs to the appropriate accounts.

- Can you talk about the condition of the fleet for trash and CART vehicles?
 - Does the allocation method allow for more timely replacement of vehicles?

Historically, vehicle purchases were based on a budget provided by Finance within the overall City's budget. We are completing the transition to full cost accounting, where departments are paying for all costs associated with each of the vehicles they are using. Based on this method, the plan is to replace one trash and one recycle/yard waste truck each year, which will decrease the age of this fleet from an average of 9 years and maximum of 21 years in 2023 to 6.8 and 15 years respectively in 2028 and to 5.3 years and 11 years respectively by 2035.

How many operable sweepers do we have?

The City currently has 3 sweepers, with the oldest being 8 years old.

- What is the City doing about chipseal issue?

The City is adding a specification for the minimum and maximum time between application of the stone and the 2nd seal coat which holds the stone to the road surface.

- Is there anything to address this in the FY24 budget?

The change will be implemented with all future chip/fog seal projects.

- Please provide a list of all public service vehicles that were purchased with ARPA dollars and those you plan to purchase as part of the FY24 budget.

1 - 100' Ladder Truck	\$1,529,239
2 - S180 Engine/Pumper	\$1,314,894
2 - Ambulance/Medic	\$ 519,454
21 - Police Patrol/DB/Start Vehicles	\$1,179,573
2 - Police Motor Patrol Bikes	\$ 61,244
1 - Prentice Boom- Solid Waste	\$ 277,409
6 - Tandem Salt Trucks	\$1,819,494
1 - Chipper Truck	\$ 115,065

- Have we worked out with law guarantees in contracts?

The City has testing requirements in its contracts, which are the industry standard for performance. The only warranty that we have extending once the contract is closed out is for three years for sidewalks. There will be a warranty for the Michigan Avenue project since required by MDOT for large paving projects.

- Specifically asking about asphalt and chipseal

Asphalt performance is monitored by density testing of the base material and testing of the asphalt itself. Chipseal performance will be able to be monitored more closely by the change in the application specification.

- Are you aware of how much Public Service is paying for 311?

The Department is aware of the current allocation of 311 expenses in the FY '24 budget

- Do you believe you're getting enough calls to warrant this?

The implementation of 311 has resulted in a significant decrease in calls to both 7th Floor (Engineering/Admin) and O&M. Once fully utilized by departments, the 311 allocation should stabilize and our department will evaluate staffing levels based on call volumes

- We had a discussion a few years back on the sewer fund – it was being increased by 4%. We were told we were going to get to a place where 4% wasn't going to be enough. Is that something we're looking at?

For a number of years, the pace and cost of CSO projects were depleting the sanitary sewer fund balance, which was not sustainable in the long-term. The pause in projects allowed the fund balance to increase significantly. In FY '24, the Department will be completing a rate study to determine what rates are needed to sustain the fund through the completion of the CSO program. This study will look at both the fixed and commodity fees, the use of State Revolving Fund loans to fund projects, as well as the needed capital projects at the treatment plant and pump stations.

- Did a previous administration pause the CSO program?
 - If so for how many years?

Yes. The project was paused for 6-7 years.

- If so how much money did it cost the City?

Based on post-pandemic construction prices, this pause resulted in cost increases of several hundred thousand dollars, however, as previously indicated, the pace of the program was not sustainable for the sanitary sewer fund, so at a minimum a reduction of the number or size of projects completed was necessary.

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

The Department has a minimum of 50 contractual services contracts. We are in the process of pulling a list of these.

- Are you checking for current insurance and licenses?

Insurance for companies is checked at the start of the contract and the Department does receive updated insurance certificates. There is not a formal process to verify insurance annually. Additionally, we do not check to confirm that all employees working for each company have the required licenses.

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**

BUDGET SESSION
MAY 1ST
QUESTIONS/ANSWERS





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 is 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 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.

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?

Police

- Does the Police Department have a plan for you're the Opioid settlement funds will be used? Currently, one social worker is being funded by a grant which is set to expire in the future. The opioid settlement funds will be used by the police to fund this social worker position in the future.
- Can you explain the City's financial relationship and obligations to the Tri-County Metro task force? LPD is one of the participating agencies (Ingham/Eaton/Clinton) contributing in both officer resources and monetarily through Forfeiture funds with Finance handling the funds regarding accruals/interest earned/budget designation and likewise all agencies benefit through the cooperative efforts and resources.
 - Why did the expenditures for FY24 go down so significantly? The City of Lansing is the fiduciary for Tri County Metro. The proposed expenditures are a decrease (down to \$241k) based on the anticipated operating costs for FY24. Decreases were in part due to less forecasted overtime costs due to vacant positions. This budget is created by the Tri County Metro group.
- How are drug forfeiture revenues collected and enforced?-sent to TCM and finance.
 - Do you have to increase enforcement to reach the proposed budget number? No, there are no set goals for forfeiture. The budget lists estimates as part of the form but this number is typically the same and is not a benchmark. Drug asset forfeiture is tied to state law and all dispositions are handled through the Ingham County Prosecutor's office. Drug forfeiture is a civil process associated to the disposition of the case which can happen years later making it difficult to predict actual amounts. Often the forfeiture portion is a negotiated settlement with the client's attorney. Annual budgets are created using the existing balance of asset forfeiture accounts. Forfeiture amounts are not pursued, they are recorded as a pending amount at the conclusion of an investigation.
 - Why is there such a difference between FY22 actuals, FY23 adopted, and FY24 proposed in these funds? This is a question for finance. TCM did not enter these numbers.
- Can you provide an update on the hiring of the CPOs? CPOs are a special assignment. CPOs are a supplement to our patrol functions. Currently, with our vacancies, we are prioritizing staffing patrol and responding to calls for service. The CPO special assignments will be filled when our vacancies decrease. We currently have a goal to send 30 new recruits to our next academy. This would equate to patrol staffing increases at the end of FY24.
- Can you provide an update for on the Cold Case Unit? The cold case unit is a priority in the sense we are not looking to pull back any efforts. We are and will continue to actively search for funding to bolster this unit. We currently have one full time Detective, one grant funded part time investigator and a volunteer investigator assigned to the unit.
 - Does this unit need additional funding? The Cold Case Unit is currently funded for additional part time research help by an MEDC grant which will expire at the end of FY24. Additional Cold Case funds are held by the Detroit Crime Commission as a result of several private donations which can only be used for case investigation expenses.
- How many of the CPO positions are currently filled? 8 – see attached map for current designation of officers

- How short is LPD on staff for road patrol? As of today, we have 21 vacancies. This number changes monthly based on retirements, new hires, and unanticipated resignations. Currently our patrol staffing is able to accommodate our minimum required numbers while still allowing for normal operations such as vacations and training dates.
- Did we receive any federal money for speed/traffic control? No
- How do the vacancies affect the overall police budget?
 - Specifically with overtime hours-Currently, our overtime for staffing patrol is within our budget and we are on track to finish FY23 on target. Our detention center has operated with vacancies and with unanticipated injuries and medical leave which created a need for overtime.
 - Are we able to reallocate money from the funded positions that are vacant? Staffing vacancies also mean in order to fill the number of open positions and continue our normal operations, there will need to be expenses in other areas. For example, in a year where we expected 15 retirements, we are still trying to fill previous vacancies and must send more people to the police academy. Other operations, such as special assignments operating with openings due to prioritizing patrol staffing, results in overtime for other police functions such as court operations. This additional expense is balanced due to the vacancies.
- How many Police Officers are potentially going to retire this year? There were 15 officers scheduled for retirement. Nine are still pending and one additional candidate from 2022 is still working past his retirement date.
- Are there any signing bonuses with the Police Department? NO
- Is frontloading still something the Police Department continues to work on? Yes, front loading is applicable in cases where we are at or near full staff. It is expected we will get into a scenario where we are able to start front loading again in FY 25.
- 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? No. The officer who are leaving have left for very different department and for various reasons. In most cases, those leaving have between 3-5 years at the department. They have left to move closer to their homes or families at different parts of Michigan or to other states.
- What are some of the comments you hear from Officers that are retiring? The officer leaving LPD have positive comments and would only change small things about the department. Overall, our exit interviews are very positive, with the main reason for leaving being person reason, not LPD or COL issues.
- How long does it take a recruit to become a full Officer on their own? For an academy sponsorship, the officer attends a 4-month academy and then must pass a roughly 6-month training and evaluation program. Local academies are offered two times per year which also impacts the speed we bring on new recruits.
- How long does it take an Officer from a different department to be on their own? For an officer with experience, the time until they are on their own is reduced to the time to complete the training and evaluation program.
- Can you explain what the Police Commission Investigator does? The PCI is the beginning part of our Police Oversight process. The PCI receives all citizen complaints on LPD employees. The PCI is part of the Police Board of Commissioners and is housed in HRCS. This is a positive piece to our police oversight and our efforts to promote transparency.

Downtown Lansing Inc. (DLI)

Can you give a high-level overview of what the 4.2M grant money from the MEDC went towards?

The \$4.2 million referenced in DLI's budget presentation covers the following State of Michigan allocations:

- Sub-Grants (Small Business Support Grants)
- Community Space Improvements
- Building Repair/Maintenance
- Supplies
- Marketing
- Capacity Building/General Admin Costs Necessary to Implement the Projects

Can you share the results of the study for housing needs in the Downtown?

The Comprehensive Market analysis has involved public input, stakeholder and steering committee meetings over the past year. We anticipate the CMA for Downtown, REO Town and Old Town will be completed by the end of FY 2023. DLI staff is happy to present the results of the CMA to Council once the study is complete and it will be shared publicly on our website as well.

What is the vacancy percentage for Downtown?

One year ago, our first floor vacancy rate was 40%. Today we have successfully seen that vacancy rate number cut in half to a 20% first floor vacancy rate.

Second story and above vacancies are estimated to be around the 1 million square feet in cancelled office leases mark. More office leases that are coming up for renewal, especially State of Michigan leases, are not expected to be renewed.

Are there special efforts to focus on lower income Downtown residents?

DLI is prioritizing Downtown residents in our Strategic Action plan efforts, those within the 5 mile radius that was referenced at the COW budget presentation. This includes cultivating more of a 24/7 experience for our residents and those who WANT to be here (via the following priorities):

- Goal of adding 1,500 new housing units to the Downtown district by the end of 2025, including attainable housing. This goal will be accomplished through collaboration with property owners, developers, LEDC and the City of Lansing. This part
- Offering more incubator programs and shared spaces such as Middle Village that prioritize supporting women and minority owned business owners.
- Small Business Support grants offered through DLI prioritized low-moderate income, as well as women and ethnic business owners.
- A majority of DLI's events have geared towards accessibility and creating a welcoming experience so everyone in our community feels a stronger sense of belonging. This is being

offered through free events and activities, including family-friendly events such as Trick-or-Treat on the Square, Bunny Hop, Block:Aid, winter markets, etc.

- DLI has also allocated funding to support the collaborative agreement between downtown property owners, businesses, and other stakeholders who are working with Advent House to positively interact with those in need in our community.

Is there a plan for Downtown Lansing with the reality that State employees are not returning?

A strong downtown needs people. With the change to remote work and State employees not fully being back in the office, DLI's Strategic Action Plan focuses more on the need to increase housing capacity, because we know that residents are more stable and consistent for our economy. Cultivating more of a 24/7 experience for those who live here, or within a short walking/driving distance of downtown.

Why is DLI getting money from the City's General Fund in FY24?

The annual Operating Transfer of \$85,000 supports the general maintenance of downtown through snow removal, salting of sidewalks, trash removal, etc. The additional funding secured through State allocations and fundraising allow for innovation and new programming downtown and does not replace our need for maintenance.

What does the promotion line-item cover?

Promotions is a main pillar of the Nationally accredited Main Street program. DLI is proud to be a Master level Main Street program. Our Promotions Committee and budget cover the marketing of the Small Businesses – the People and places who call downtown home, marketing of our small business support programs, grants, as well as costs associated with events & other activities downtown.

Have any businesses extended their hours past 5pm?

We have a number of downtown businesses who have extended their hours past 5pm, or are now open on weekends (including brunch). This includes some of our restaurant businesses like Batter Up Bistro, Tavern and Tap, Sidecar Slider Bar, Lansing Shuffle etc. Others have switched to dinner on both weekdays and weekends (EnVie, La Cocina Cubana, Thai Village).

Many new businesses, especially retail, who have opened over the past 2 years are open into the evening, and Middle Village Micro Market has been a model for this. For instance. Nelson Gallery, Capital Hippie, A Novel Concept, Kositcheks, Summit Comics & Games, Lansing Art Gallery, Sweet Encounter Bakery & Café are open into the evening hours and on weekends downtown.

Can you explain the large jump in salaries from FY23 to FY24? \$195,000 in FY23 to \$411,519 in FY24.

The finance department is looking into the discrepancy, as DLI's approved Salary & Fringe line item budget for this current FY was \$257,360.00. In January, 2023 DLI submitted a budget amendment to the city to amend the DLI Salary line item to \$347,000.

- Do you have any metrics? I do not, you need to ask the PCI.
 - How many complaints have been received, how long is the turnaround time, and how many have been resolved? I do not have this information you will need to ask the PCI.

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

Budget Questions from Committee of the Whole 5.1.23

Lansing Entertainment & Public Facilities Authority (LEPFA)

- Is LEPFA doing anything to reduce their dependency on the City's subsidy? LEPFA continually reviews the operating contribution of the City and looks for ways to be more efficient, thus potentially reducing the contribution. LEPFA reduced the operating contribution of the City by 3.3% in FY24 over FY23. LEPFA looks at both expense reduction and revenue increase.
 - Are you doing anything to increase revenues? LEPFA frequently reviews all options on pricing for its venues and facilities, including but not limited to, naming rights, rental structure, and pricing for services and products.
- Can you describe what is in the "other" category in the Lansing Center's budget? "Miscellaneous" category at the Lansing Center includes such items as those that don't fit in definitive categories, i.e.: special event fees, memberships to various organizations, bank charges, parking/mileage reimbursements, permits & license fees, etc.
- Can you explain the rationale behind the marketing budget for the Lansing Center? Website redevelopment for Lansing Center and branding for LEPFA.
- When are improvements happening to the Golf Course? Vague. LEPFA is undergoing a "Master Plan" development for Groesbeck Golf Course. Once priorities are set, then LEPFA will begin the process of determining financial and operational considerations.
- How long have you been asking for support for a tax or County support to reduce the dependency on the City subsidy? LEPFA has identified new options for funding through PA 340 (which was passed by state legislature in December 2021). Prior to this legislations, we've requested changes to PA 263 since 2017.
- In FY22 actuals there is an intergovernmental line item for \$300,000 – what was that for? Grant funding by State (MEDC).
- 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? Both. Business at the LC is expected to increase, additionally there will be changes to the rent structure.
- How much will the Groesbeck master plan cost? \$28, 950 over two phases
 - Have there been any discussions with the Drain Commissioner about it? Not until it is determined the scope of any project and its impact on any county drain.
- Is there any discussion about creating an authority that would fall under the office of the hotel tax? I am unable to answer that question as it is out of the scope of LEPFA.
 - Where are you in conversations with Ingham County? Meet several times per year to discuss options.

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.

Lansing Economic Development Corporation (LEDC)

- When will the SSCIA and MACIA begin spending operating expenditures?
The three CIAs with active revenue, Michigan Avenue, Saginaw Street, and South MLK are currently planning future use of available funds per the development plans approved by each CIA and City Council. It was anticipated in each plan that it would take a couple of years to build sufficient funds to start enacting the development plans and make the greatest impact. The CIAs plan to begin implementing short-term projects in fall of 2023.

- Can you explain the large increase in operational equipment and services?
Immediately after our exit from LEAP, the Lansing EDC was fortunate to find temporary office space to move to that offered furnished offices, and a full-service 1-year lease that helped keep initial costs down. This allowed our EDC team to focus on the important work of re-establishing the Lansing EDC and to spread our transition costs over multiple years.

We knew our current space would only be available in the short term and we would eventually need to find a more permanent location. The increased expense for FY2024 includes the necessary costs of establishing a permanent office, including the purchase of furniture and office equipment. We anticipate these to be mostly one-time only expenses and our budget will then normalize to reflect more modest operational and replacement costs.

- What type of grants are you using the ARPA money for?
 - *Enhanced One & All Grant Program for Lansing Residents: The LEAP One & All Program has helped many small businesses in the City of Lansing. The Lansing EDC has recognized that for these businesses to continue to be successful, they need additional financial assistance. Thus, the Lansing EDC is creating a program that will offer all past and future City of Lansing One & All graduates with an additional \$2,500 (majority are Lansing residents, at or below ALICE income levels).*
 - *Small Business Grants: The struggle to find funding for BIPOC-owned small businesses continues in Lansing due to the lasting effect of COVID and the slow recovery of the economy. The ARPA funds provide a great opportunity to help these businesses to*

survive and even thrive in Lansing. As a result, the Lansing EDC will be creating and implementing a BIPOC-Owned Small Business Grant Program.

- *Targeted Corridor Façade Improvement Matching Grant Program: The Michigan Avenue Corridor Improvement Authority, the Capital Region Community Foundation and the City of Lansing are collaborating on a cohesive Façade Improvement Project for the businesses on the northern side of the 2000 block of E. Michigan Avenue. Additional funds will be strategically allocated for façade improvements along other corridors in the City of Lansing.*

- What is the LEDC doing to improve the Michigan Avenue corridor?

Over the past decade, the Lansing EDC has assisted many projects totaling hundreds of millions of dollars in new investment along the Michigan Avenue corridor. Many of these projects involved redevelopment of blighted, contaminated, and obsolete properties along Michigan Avenue such as the Venue (2000 block), the Red Cedar Redevelopment, Provident Place (2200 block), the Block 600/Capital City Market project, and expansions of NEOGEN Corporation. The Lansing EDC has also supported façade improvement projects and Development Liquor Licenses to support businesses along the corridor. There are also projects planned for revamping the Michigan Avenue corridor infrastructure. Finally, the Lansing EDC is also working with the Michigan Avenue CIA to implement their development plan.

- What projects or plans do you have for South Lansing?

The Lansing EDC is actively working on redevelopment projects throughout South Lansing on W. Miller Road, S. Waverly Road, and Pleasant Grove and Holmes Road. The Lansing EDC is also leading the Logan Square Shopping Center Redevelopment Strategy in addition to working with the South MLK CIA to implement their development plan. Our team is also managing the Collins and Dunckel Gateway project on behalf of the Lansing Brownfield Redevelopment Authority.

Additionally, since 2018, the Lansing EDC has managed 15 façade improvement projects in South Lansing.

- Is the LEDC doing anything by Edgewood in South Lansing?

The Lansing EDC team has been in communication with the real estate broker for the 340 E. Edgewood Blvd. property and continues to promote its availability to prospective businesses. Our team is also marketing the former Life O'Riley property for possible redevelopment.

- What is the LEDC doing to follow up with those receiving Brownfields to make sure job creation is happening?

The Lansing EDC ensures that Developers enter into a Universal Development Agreement ("UDA") with the City of Lansing, per Executive Order 2019-07. The UDA outlines the Developer's commitments for each project, including project investment and the number of new permanent full-time equivalent jobs created and permanent full-time equivalent jobs retained.

○ How is the LEDC monitoring these metrics?

The UDA requires Developers to report to the Lansing EDC via a signed affidavit stating the number of new permanent full-time equivalent jobs created or retained by their city incented project. The information provided by a Developer typically includes a list of every permanent employer within the development and a roster of all current positions. The Lansing EDC provides this information to the City of Lansing Treasurer/Income Tax Office as part of the final reporting.

The UDA also requires city incented Developers to perform the following activities (or ensure they are done) during the construction phase of the project:

- 1. City Income Tax Posting/Informational Poster displayed on site through construction.*
- 2. Include Income Tax Language in every Contractor/Subcontractor Agreement.*
- 3. Provide a list of Selected Bidders for the project to the Lansing EDC.*

○ How are we following up to make sure income taxes are being paid?

Following Project Completion, the LEDC reviews all submitted documents and reports for completeness and forwards the information to the City Administration.

Additionally, Contractors/Subcontractors are required to submit quarterly filings to the City Treasurer/Income Tax Office, including:

- 1. Estimated tax payments if no withholding.*
- 2. List of all active employees*

The Lansing EDC does not have the legal authority or access to confirm individual income taxes are paid or to enforce non-compliance.

Budget Questions from Committee of the Whole 5.1.23Office of the City Attorney

- Where does the money come from for fines under \$1 million?
 - **For settlement/judgments under our self-insured retention: claims account that is funded by all depts. For the breakdown, see attached Exhibit A.**
- How much are we spending on outside counsel per year?
 - Can you compare this number to what was previously being spent on outside counsel?

Fiscal Year	Litigation	Non-litigation attorney fees*	Total
FY 2016			254,188.12**
FY 2017			454,906.47**
FY 2018			580,693.89**
FY 2019			738,151.05**
FY 2020			643,271.09**
FY 2021			517,211.07**
FY 2022	768,002.64	115,607.00	883,609.64
FY 2023	414,745.59	365,391.65	780,137.24 to date

*These include workers comp; collective bargaining, internal investigations, development projects, bond counsel, pension plan, DEI Training, etc.

**The breakout of non-litigation attorney fees has not been done for these years, however, there would also be separation of these expenses during these years as well.

- Do we still have a third-party group responsible for automatically paying for attorney fees?
 - **Gallagher Basset was making automatic payments until former City Attorney Janene McIntyre stopped automatic payments. Since then, all attorney invoices are reviewed/approved by the City Attorney. Since joining MMRMA in 2020, MMRMA is automatically paying bills, but every bill is reviewed by the City Attorney.**
- How are legal fees spread throughout departments?
 - **SEE EXHIBIT A**
- How do you decide what is in the best interest of the City when it comes to settling versus pursuing cases?
 - **Depends on facts and law of the case and on the demands of the Claimant. Depending on the case there are other analyses we engage in, but every case is determined on its own merits. There is no cookie-cutter formula for determining exposure, liability, and cost of defense, which are all factors for settlement consideration.**
- Is there potential for our insurance to be raised based on the number of lawsuits?
 - **MMRMA advised that number of claims is a factor in premiums, but that a rating is not solely based upon a number of lawsuits particularly because most fall below the City's self-insured retention. If there is a consistent year-over-year increase in claims that would likely impact the City's Net Asset Distribution (Return on Equity). The City received \$33,494 from the Net Asset Distribution last year, which reflects the length of membership, five-year loss history, and premium size comparison to other members of MMRMA.**
- Are contracts and reports for HRCS grants FOIAable?
 - **Yes, after the bidding has closed and contracts have been executed, then HRCS grants and contracts are FOIAable.**

EXHIBIT A

Unit	Department	Fund	FY12	FY23
City Council	Council	GF	0.28%	0.29%
Media Center	Cable	GF	0.10%	0.10%
Internal Audit	Internal Audit	GF	0.11%	0.11%
Circuit Court	Courts	GF	0.16%	0.16%
Mayor	Mayor	GF	0.36%	0.37%
NC&E	NC&E	GF		0.10%
Financial Empowerment	OFE	GF		0.11%
Clerk	Clerk	GF	0.40%	0.42%
CDBG	EDP	GF	2.40%	2.38%
Development - GF	EDP	GF	0.09%	0.09%
Planning	EDP	GF	0.36%	0.38%
PND Admin	EDP	GF	0.18%	0.18%
Traffic/Trans GF	EDP	GF	0.29%	0.30%
Code Compliance	EDP	GF	0.68%	0.71%
Budget	Finance	GF	0.13%	0.14%
Finance Ops	Finance	GF	0.85%	0.88%
Assessor	Assessor	GF	0.74%	0.65%
Treasurer	Treasurer	GF	0.48%	0.50%
HR	HR	GF	0.58%	0.60%
Law	Law	GF	0.48%	0.50%
IT	IT	GF	1.17%	1.21%
Building Maint	Mgmt Serv	GF	3.58%	3.70%
Mgmt Services	Mgmt Serv	GF	0.26%	0.26%
Drug Enforcement	Police	Drug	0.67%	0.69%
Police Admin	Police	GF	4.46%	4.61%
Police Other	Police	GF	4.06%	4.20%
Police Patrol	Police	GF	8.20%	8.47%
Police Radio Lab	Police	GF	0.16%	0.16%
Other	Other	GF	0.07%	0.07%
Fire Admin	Fire	GF	6.21%	6.42%
Fire Ambulance	Fire	GF	2.31%	2.39%
Fire EMS	Fire	GF	0.10%	0.10%
Fire HAZMAT	Fire	GF	0.01%	0.01%
Fire Prevention	Fire	GF	0.38%	0.39%
Fire Suppression	Fire	GF	8.99%	9.29%
Fire Training	Fire	GF	0.34%	0.35%
Local Streets	Pub Serv	LS	2.25%	2.33%
Major Streets	Pub Serv	MS	5.49%	5.68%
PS - O&M GF	Pub Serv	GF	1.33%	1.37%
Public Services	Pub Serv	GF	0.69%	0.71%
Stormwater Maint	Pub Serv	GF	0.15%	0.16%
HRCS	HRCS	GF	0.45%	0.47%
Common Ground	Other	GF	0.05%	0.05%
Parks & Rec	Parks	GF	4.51%	4.66%
Parks Admin	Parks	GF	1.32%	1.36%
Building Safety Fund	PND	Build Safe	1.29%	1.33%
Cemetery			0.12%	0.13%
Parking			6.25%	6.46%
Sewage			16.25%	16.79%
Refuse			0.05%	0.05%
Refuse			0.74%	0.77%
Recycling			0.71%	0.74%
Recycling			0.56%	0.58%
Recycling			0.00%	0.00%
Recycling			0.32%	0.34%
Service Garage			1.60%	1.66%
Central Garage	Mgmt Serv	CG	1.55%	1.60%
District Court			1.38%	1.42%
Probation	Courts	GF	0.03%	0.03%

Budget Questions from Committee of the Whole 5.1.23

As requested, I offer the following response, on behalf of HRCS, to the questions provided:

1. Can you provide the calculations or rationale used to generate the addressing racial justice and equity and basic human services allocations/amounts?

Finance provides the 1.35 revenue estimates.

2. Can you explain the increase in personnel costs for the department?

In addition to increased wages and fixed benefits, the Deputy Dir position was inadvertently removed from the 2022-23 budget and added back for 2023-24.

A

Please provide a cost breakdown by employee. *To be provided by Finance.*

Please provide an organizational chart for HRCS. *See attachment.*

3. Can you explain what the Police Commission Investigator does?

The Commission Investigator (CI) addresses and independently investigates citizen complaints. The goal of police oversight, specifically this position, is to provide a fair, efficient avenue to conduct investigations into complaints of police misconduct concerning sworn and civilian members of the Lansing Police Department (LPD).

Do you have any metrics? *Yes – number of cases, type of complaints, referral source, police information etc.*

How many complaints have been received, how long is the turnaround time, and how many have been resolved?

To date, the CI has investigated and resolved 22 cases, one open and active.

This number does not include the cases received and forwarded to IA for disposition or the incoming cases being monitored.

Can you explain who she reports to?

The CI reports to the Lansing Police Board of Police Commissioners, with daily activities supervised by the HRCS Director, excluding those specifically authorized and reserved by the Board of Police Commissioners (priority is given to citizen complaints).

Why is she in your office?

While the ordinance (270.01) suggests that the position is seated outside of LPD to support independence and avoid the appearance of bias and political influence, Mayor Hollister decided this position would be housed in the office of the HRCS, as also noted in the LPD Admin manual 200.01 – Administrative supervision of the Commission Investigator.

4. How do you audit the programs that receive funding through HRCS?

An audit/grant review is carried out quarterly and towards the end of the grant period to ensure that the grant funds are being used as agreed they would be. It involves contract managers checking records/documents for allowable costs and the legitimacy of an expense purchased with grant money.

How do you determine if organizations that receive funding are meeting requirements?

In addition to submitting many documents to demonstrate they are a viable 501c3 organization in good standing, each grant is assigned a compliance/contract manager to ensure that the organization adheres to all compliance/contract requirements, timelines are respected, and deadlines are met. Quarterly reports outline the organization's experience and capacity and provide an opportunity to review financial and program progress regarding outcomes and objectives. Lastly, we conduct a sampling monitoring process each spring and identify agencies at potential risk based on several factors.

Is there a process to deal with organizations that are underperforming?

We try to catch underperformance early, and it begins with the application process, where staff will do financial & program reviews, a grant agreement that includes financial and program goals, reporting requirements, monitoring, and following up on complaints or other alerts received. If there are reasons to believe an organization is underperforming, we offer assistance, conduct appropriate review of issue, work with grantee to develop a plan and/or amend the contract, increase monitoring to commensurate with the new plan, adjust grants payments, if needed, and inform the agency's Board, if warranted. By contract, defaulting on their contractual obligations may lead to full or partial suspension, reduction, or termination of the award. In the end, we hope to identify weak areas in our application & monitoring processes.

5. Where are we in getting people from 2222 Holmes Road out of hotels and into housing?

HRCS is no longer involved in the red tagging of 2222 Holmes Road. The nine residents currently have a lease agreement with Simtob and remain hoteled while waiting the availability of their unit. Simtob has assumed responsibility for their hotel expenses.

6. Where in the budget is money for sheltering people?

Several grants help fund night shelter, day shelter, homeless prevention, rapid rehousing, street outreach, and Permanent Housing Programs to move people out of homelessness quickly (Estimated support - \$380,000). Agencies receiving these grants are included in the agencies recommended for General Fund Awards.

What can we do to build sheltering capacity?

The City of Lansing has a noticeable service gap and a hole in our safety net. In the short-term, prevention to address housing instability and additional tenant protection ordinances/laws will decrease the need. Meanwhile, our efforts to support and work with existing shelters to increase their capacity and the availability of an emergency shelter option(s) are critical until the City can fund a supplemental shelter to fill the gap in service. An unrecognized problem will remain unresolved.

7. How does HRCS select the groups that receive funding?

The Selection for funding process includes:

- The Community Forum for potential applicants was held in early December to launch the application process to discuss priorities and how to apply; also held a technical assistance session for the new on-line system for applicants.*
- Proposals must address an urgent community need that falls under the City Ordinance for Basic Human Services – basic needs or emergency services, health/mental health, life skills, employability development.*
- Applications were due in January and a training was provided to the HRCS Advisory Board to do their applications review & scoring in the new on-line system.*
- Once the scores were submitted, and the funding revenue estimates from Finance received, applications were reviewed and recommendations created for review by the HRCS Director, Advisory Board and the Mayor.*

8. Are the applications and reporting organizations submit for grants public?

The applications and subsequent reports are maintained as internal working documents out of respect for applicants. It is important to have trusting relationships with grantees so that they know our application and reporting process are not meant to be punitive. To provide essential human services to meet citizens' needs, we must maintain a positive relationship with the agencies willing to provide the service.

9. Can you please provide a full breakdown of personnel, including vacancies?

Current Staffing:

<i>HRCS Director</i>	<i>Contract Manager</i>
<i>Deputy Director</i>	<i>Contract Manager</i>
<i>DEI Officer</i>	<i>Contract Admin Technician</i>
<i>Commission Investigator</i>	<i>HMIS Performance Analyst</i>
<i>Housing Ombudsman</i>	<i>Department Coordinator</i>
<i>Contract Manager Admin</i>	

Which position was added for FY24? *Deputy Director of HRCS*

10. What is the difference between the two Holy Cross line items receiving funding?

They fund different programs, although both are related to sheltering homeless persons. One of the grants supports the Overnight Emergency Shelter while the other provides funds for the HELP program, a hoteling program for families with children.

11. What is HRCS doing to get Ingham County more involved in your efforts?

Are you working collaboratively with the County to provide services? Yes, we work collaboratively with the Ingham County Health Department, MDHHS, and Ingham County Medical Care Facility, to name a few.

Does Ingham County provide any funding to HRCS? No, like HRCS, they fund local nonprofits to assist with essential services, reducing the support agencies need to serve Lansing residents.

12. Are the CERA funds over? *No, the name remains CERA, but the funding criteria changed to focus on Housing Stability and Case Management.*

13. What is the status of the Healing Hands Care Center?

During the COVID pandemic, His Healing Hands Urgent Care Center changed to a strictly Telemed service. Exceptions are made if a patient requires an in-person visit. In this case, arrangements are made to meet at the Center. There is a sign posted at the Center location with an 800 number to call for an appointment. Dr. Kue is a licensed practitioner specializing in medical services for those with urgent mental health issues or challenges who must be seen as soon as possible. Her patient load is 90% Medicaid insured. Patients are referred primarily by Community Mental Health programs where they have been unable to access their primary care physician and need urgent medications quickly to maintain mental stability. Dr. Kue fills an urgent medical gap in the community.

14. How are you determining if there is good customer service with this organizations?

Is there information on what outcomes organizations achieved?

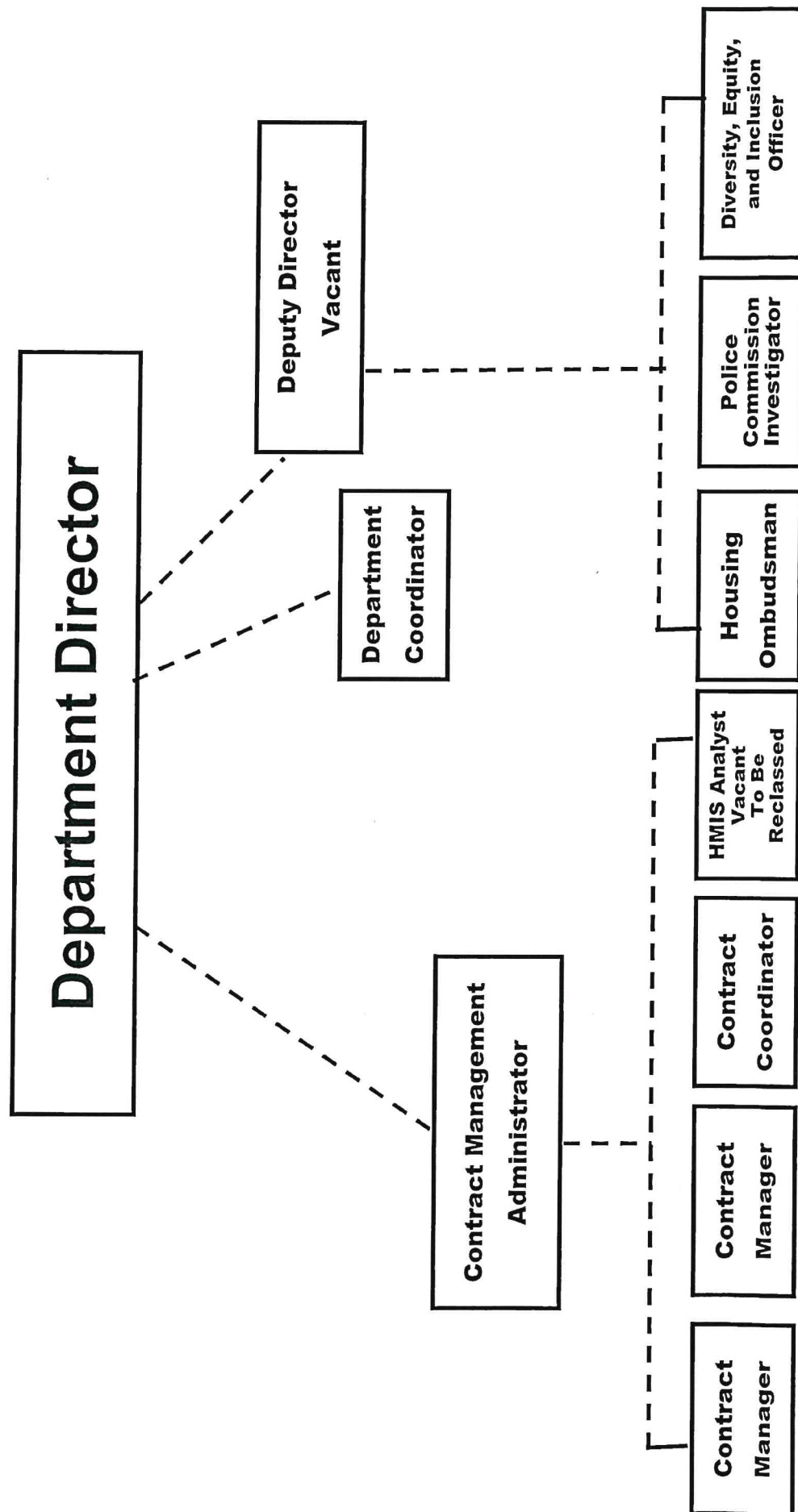
Upon applications review, agencies are scored on their responses to program capacity including staff qualifications and experience, and agency experience in providing similar programs. If agencies are not providing adequate services, participants may contact the agency or HRCS to state their concerns or file complaints. Each agency is encouraged to have a complaint process and inform their participants of its availability. Complaints received by HRCS are reviewed and appropriate actions taken. Agencies are encouraged to gain feedback from their "customers" in a variety of ways, including written or verbal surveys on how the services helped/did not help, other services they may need, and their general experiences. As stated above, all agencies create their outcomes that are first scored in their initial applications. Then through the contracting process, staff may assist them in refining and improving their objectives and outcomes to meet the SMART criteria that includes methods to measure their outcomes.

15. Is there anything in the **scoring system** for agencies to ensure that applicants are doing a good job in the field?
Agencies have the opportunity in the Application to discuss their experience and success in providing the services for which they are requesting funding, as well as their capacity to execute their work plan, both of which are scored. Their work plan is reviewed through their goals, objectives and outcomes and must show a realistic program logic model that appears viable. They must demonstrate there are no conflicts of interest in providing the services. They can upload additional documents to support their assertion that they are qualified, experienced and their methods are successful which may influence their overall scores. Multiple scorers review each application, including staff who are familiar with the outcomes and progress of existing programs.
16. Is there an HRCS annual report that includes metrics? *Yes*
17. How many staff does HRCS currently has?
HRCS has 11 staff – including vacancies.
18. How many contractors are in HRCS and what are they for?
We currently have three contractors in HRCS who provide administrative support.
19. What is the allocation for addressing racial justice and equity going towards?
The Racial Equity Fund will fund local projects to address the root causes of racism and promote racial equity.
20. Are you seeking out grants for additional funding? *Yes*
21. What percentage of those reaching out to the Housing Ombudsman for assistance live in Ingham County?
Financial housing assistance is only provided to people within the City of Lansing.
22. How much rental assistance has the Housing Ombudsman/HRCS provided? *Seventy-two households assisted for \$16,972.94* leveraged against \$49,493.71* in client copays, waived late charges and contributions from other agencies. * Includes pending cases.*
23. How many people has the Housing Ombudsman served? *1,462 individuals over the past year.*
What services have been provided? *Utility assistance, eviction assistance, Landlord-Tenant complaints, Rent Smart, homeless and Section 8 problem resolution, neighbor-to-neighbor disputes, resource, and counsel on a wide range of housing concerns such as fair housing, tenant rights, land contracts, code enforcement, homeowner rehab, and emergency repair programs and MI HAF assistance for back mortgages, taxes and insurance, and landlord inquiries.*
24. Are there any agencies that are receiving late payments? *No, not currently.*

Human Relations and Community Services

Organizational Chart 2021—2023

(5/10/23)



A

FNAME	LNAME	POSITION DESCRIPTION	Allocation	PT/FT	HRLY RATE	FY24 Wages	Longevity	Total Variable Fringes	Total Fixed Fringes
GUADALUPE	AYALA	DIV, INC, EQUAL OPP SPECIALIST	100%	FT	39.25	84,418.68	500.00	27,207.24	50,575.49
KIMBERLY	COLEMAN	DIRECTOR OF HRCS	100%	FT	57.69	124,075.39	-	29,619.82	73,232.04
KIM	DUNBAR	CONTRACT MANAGER	100%	FT	39.25	84,418.68	-	15,812.95	52,986.98
RENEE	FREEMAN	DEPARTMENT COORDINATOR HRCS	100%	FT	36.47	78,430.36	1,500.00	14,763.09	47,154.26
KIMBERLY	GILLESPIE	CONTRACT ADMINISTRATIVE TECHN	100%	FT	26.47	56,926.58	-	29,457.27	34,868.78
JOSEPH	MCDONALD	HOUSING OMBUDSMAN	100%	FT	39.37	84,679.66	1,500.00	22,736.90	50,724.59
DELVATA	PHILLIPS-MOSES	COMMISSION INVESTIGATOR	100%	FT	37.47	80,590.05	-	32,709.73	48,388.13
VACANT	VACANT	HMIS PERFORMANCE ANALYST	100%	FT	27.00	58,060.08	-	23,402.38	37,174.91
VACANT	VACANT	DEPUTY DIRECTOR OF HRCS	100%	FT	44.45	95,592.08	-	28,591.65	56,959.04
VACANT	VACANT	CONTRACT MNGMNT ADMINISTRATOR	100%	FT	47.75	102,692.03	-	30,392.87	63,948.85
TONI	YOUNG	CONTRACT MANAGER	100%	FT	45.54	97,935.35	1,000.00	26,978.70	58,297.79
						947,818.94	4,500.00	281,672.61	574,310.87

BUDGET SESSION
MAY 8th
QUESTIONS/ANSWERS





CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: May 2, 2023
To: Lansing City Council
From: Emily Linden, Internal Auditor
Re: Committee of the Whole – May 8th, 2023
Subject: Mayor's Proposed Budget FY24: Mayor's Office, Community Media, and City Clerk

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.

Mayor's Office

The total proposed FY24 budget for the Mayor's Office is \$1,851,017 which is a 4.6% increase from FY23. This includes a 3.6% increase in personnel costs and a 4.6% increase in operating costs. Most of the increase to operating costs comes from:

- \$10,000 increase in miscellaneous operating
- \$13,000 increase for the Mayor's Ramadan Dinner
- \$1,000 increase for the Veteran's Commission

Office of Community Media

The total proposed FY24 budget for the Office of Community Media is \$670,538 which is a 10.6% increase from FY23. This includes a 10.3% increase to personnel costs and a 12.9% increase to operating expenditures.

Other notes:

- Most of the personnel cost increase comes from a 43.3% increase to retirement/fixed benefits costs.
- Most of the operating expenditure increase comes from increases to fuel costs and the IT allocation.

City Clerk

The total proposed FY24 budget for the City Clerk's Office is \$1,780,665 which is a 15.5% increase from FY23. This includes a 7.3% increase to personnel costs and a 36% increase to operating expenditures.

Other notes:

- Most of the personnel cost increase comes from a 25.6% increase to retirement/fixed benefits costs.
- The large increase in operating expenditures is due to an increased cost for the 2024 Primary Election which will be reimbursed by the State of Michigan.

Budget Questions from Committee of the Whole 5.8.23

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 **12pm on Thursday, May 11th 2023**.

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

Mayor's Office

- Did your department receive any ARPA funding in the current fiscal year, and if so, how was it spent?
- Does your proposed budget include a carryforward of ARPA funds and if not, how will your department programs change because of not having those ARPA funds?
- Please explain the increase in miscellaneous operating and what it's going towards.
- Please provide an organizational chart for the Mayor's Office.
 - Please also define each role.
 - Please specifically make a note of anyone working in citizen engagement.
 - Can you explain where in the Budget the Communications Director and Grant Writer's salaries are? How are they paid?
 - Council was told they were in the IT budget – does this mean their salaries are spread across each department as part of the IT allocation?
 - Please provide a list of projects the Communications Director has worked on during calendar year 2022.
 - Please provide a list of grants the Grant Writer has applied for and if any have been received.
 - Is the Chief Strategy Officer currently full-time?
- Is there a calendar of events that employees in the Mayor's Office are attending?
- Are there any metrics for how many citizens the Mayor's Office staff has served?
- Can quarterly meetings with the Chief Strategy Officer be implemented?
- What is the Temporary Help line item going towards?

Budget Questions from Committee of the Whole 5.8.23

Mayor's Office

- Did your department receive any ARPA funding in the current fiscal year, and if so, how was it spent?
 - Our office received no operational funds from ARPA
 - The administration received \$1.9 million to distribute throughout the community.
- Does your proposed budget include a carryforward of ARPA funds and if not, how will your department programs change because of not having those ARPA funds?
 - No.
- Please explain the increase in miscellaneous operating and what it's going towards.
 - This line is used to pay our day-to-day expenses like office supplies and other costs incidental to running an office, subscriptions, special event costs, etc. Post pandemic, there is a new normal to office operations. Our office is busier as we continue to host more meetings to conduct the business of the City. Needs for cleaning and sanitization, among other expenses, have increased the cost of running an office. This line has been adjusted to reflect this.
- Please provide an organizational chart for the Mayor's Office.
 - Attached
 - Please also define each role.
 - See attached job descriptions.
 - Please specifically make a note of anyone working in citizen engagement.
 - The Mayor's job is to run the city and be accessible to residents. With that in mind, the following staff members engage with residents in one or many ways:
 - Mayor, Dep. Mayors, Dep. CoS & Citizen Advocate, Community Relations & Faith Based Initiatives Manager, Scheduler/Appointments Manager, Communications Director, Communications Coordinator & Graphic Designer, Office Manager, Interns
 - Can you explain where in the Budget the Communications Director and Grant Writer's salaries are? How are they paid?
 - Council was told they were in the IT budget – does this mean their salaries are spread across each department as part of the IT allocation?
 - Yes.
 - Please provide a list of projects the Communications Director has worked on during calendar year 2022.
 - The Communications Director responds to media requests on nights and weekends, including holidays and while on vacation.
 - The Communications Director is responsible for far more than just projects.
 - A selection of projects includes:
 - Oversee the design and production of Lansing Living that goes to every residence in the City 4 times per year.

- Write and produce the State of the City speech, including writing and directing videos inserted into the speech.
 - Handle dozens of media requests per week for the Mayor and City departments and agencies.
 - Plan and coordinate press conferences and media availability.
 - Write, design, and oversee the production of hundreds of social media posts throughout the year.
 - Write and distribute dozens of press releases and media advisories.
 - Write speeches and talking points for events as needed by the Mayor.
 - Attend events with the Mayor or departments as needed to handle media.
 - Assist departments with marketing and PR of City sponsored events.
- Please provide a list of grants the Grant Writer has applied for and if any have been received.
 - Attached
- Is the Chief Strategy Officer currently full-time?
 - Yes
- Is there a calendar of events that employees in the Mayor's Office are attending?
 - No
- Are there any metrics for how many citizens the Mayor's Office staff has served?
 - The Mayor's office responds to hundreds if not thousands of residents per year across myriad platforms:
 - Including but not limited to phone, email, multiple social media platforms, and in-person meetings.
- Can quarterly meetings with the Chief Strategy Officer be implemented?
 - There has been discussion about this and we're happy to schedule an update as time allows.
- What is the Temporary Help line item going towards?
 - Interns and the Dep. Mayor/CSO's part time support person that Council approved in previous fiscal years.

Grant	Agency	City Department	Description	Notes	Financial Impact	Opportunity Status
Good Jobs, Great Cities Academy	National League of Cities		The Good Jobs, Great Cities Academy will engage 12 cities throughout 2023 and 2024 to accelerate city efforts to design, develop, and launch a workforce initiative over the course of the Academy to build pathways into good jobs created by federal investments (BIL/CHIPS/IRA), especially for local residents from historically underserved and underrepresented communities, addressing key gaps and/or shortcomings in their education and workforce ecosystem		Technical Assistance	Pending - results expected to be released end of May 2023
Ingham Co Parks and Trails	Ingham County	Parks	River Trail Bridge relocation at E Elm St over Red Cedar River		\$300,000.00	Pending - results expected to be released December 2023
			Planning grant to: •Gather input from residents, business owners, and community-based organizations on the best ways to reconnect the north and south sides of I-496 • Assess the feasibility of reconnecting areas separated by the construction of I-496, including wider sidewalks on existing bridges, additional connections for non-motorized and motorized travel, and capping sections of the freeway including the construction of housing or other structures in these areas • Identify ways to create wealth and opportunity for underrepresented populations, specifically those living adjacent to I-496			
Reconnecting Communities Pilot Grant	USDoT	Public Service	• Create preliminary construction plans and architectural/engineering renderings	Did not receive in 2022, made it to the final 90 applications and was not chosen. Received feedback through grant debrief with DoT and received high praise. Grant made it to the Secretary's desk (only 90 did, 45 of the 90 were chosen).	\$906,500.00	Reapplying for 2023 funding round - NOFO has not yet been released
SPARK Grant	DNR	Parks	Complete improvement to Burchard Park and the Brenke Fish Ladder as well as transitioning the fish ladder to a permanent performance space	Did not receive first round of funding, reapplying	\$1,000,000.00	Reapplying for 2023 funding round - due June 26
			Planning grant to address all public roads within the City of Lansing, with emphasis on corridors with the greatest concentration of fatalities. This study will use the available demographic, road asset, traffic, speed and safety data to create safety analyses and evaluate focus areas identified in the City's non-motorized, major street sidewalk gap elimination and other city-wide plans as well as areas identified by the study committee and public and private stakeholders. Based on analyses and stakeholder input, the City will develop a citywide safety implementation plan and safe routes to school plans for the Lansing School District.			
SS4A	USDoT	Public Service	Mid Grand River Beautification - received funding to improve the health and beauty of the Red Cedar and Middle Grand Rivers by removing unsightly trash and the potential contaminants found within it.	\$168,000 in federal money, \$42,000 from local match. Awarded in January 2023, implementation begins late summer/early fall 2023 through 2024	\$210,000.00	Received
MiCorps Volunteer Stream Cleanup Program	Michigan State University/EGLE	Parks			\$4,944.00	Received
RAP 1	MEDC		The City is subgranting out the award to 4 revitalization and placemaking projects within the City. The Macotta Club, Walter French, LEPPA, and Ingham County Land Bank were selected to receive funding		\$7,694,375.00	Received
Childhood Obesity Prevention and Environmental Health & Sustainability	US Conference of Mayors	Public Service			\$175,000.00	Received
AARP Community Challenge Grant		Public Service	Installing bike racks (at Fulton Park) and temporary street art (Sycamore Park neighborhood) to a Lansing roundabout will encourage neighborhood community building, place a spotlight on traffic safety and volunteer collaboration between older adults and school-age children.	Awarded in June 2022, wrapping up by June 30, 2023	\$6,516.00	Received
League of American Bicyclists Community Spark Grant		Public Service	Funding for the purchase and installation of a bike repair station and pump at Webster Farms off of Hughes Rd. in the southwest area of Lansing near the extended Lansing river trail. Partnered with the Ingham County Land Bank and Greater Lansing Food Bank – Garden Project.	Awarded in October 2022, installation completed in May 2023	\$1,500.00	Received
America Walks Community Change Grant		Public Service	Department of Neighborhoods, Arts and Citizen Engagement Walking Wednesday programming series. Funding specifically a walking program in the 'Island Neighborhood' surrounded by General Motors parking lots and factories. The boundaries are I-496, S. MLK Blvd., and Olds Ave. Selected as part of a GM-designated community.	Awarded in November 2022 for Spring/Summer 2023	\$1,500.00	Received
			Community of Practice: Complete Neighborhoods Community Partners: Capital Area Housing Partnership (CAHP), Southside Community Coalition, the Lansing Economic Development Corporation, and the MLK Corridor Improvement Authority.			
Thriving Communities	USDoT	Public Service	Need and Vision: Southwest Lansing has long-standing economic, housing, and transportation needs, as well as equity challenges. The area is substantially less walkable than the remainder of Lansing and has only two bus routes with main stops on the outer edge of the neighborhood. Urban renewal in the 1960s and the construction of I-496 displaced over 600 Black families who originally lived in the area and Lansing is still grappling with the repercussions of these decisions. With Thriving Communities Program support and its community partners, the City of Lansing hopes not only to build capacity but also to bring a diverse group of stakeholders to the table to advance a set of projects that will create reliable and efficient transportation services.		Technical Assistance	Received
MI Climate Corps Fellow	Americorps	Public Service/Sustainability	Places an Americorps fellow to work on climate action		Places Fellow	Did not receive
Community Development Fellowship		LEDC	Places a fellow in the EDC to work on creating a Lansing Gateway Corridor Improvement Authority		Places Fellow	Submitted
Dollarwise Grant	US Conference of Mayors	OFE	The grant will allow the City's Offender Success Program to partner with Sylvan Learning Center to address basic learning gaps of returning citizens		\$10,000.00	Submitted
Police Recruitment Grant		Police	Through the state, they are applying for the 9 cadets they have for the training program in January and will apply again in August		\$25,000/recruit	Submitted
EMS Workforce Deveopment Grant		Fire	Money to establish a workforce development program for the City's EMS department		\$350,000.00	Submitted

Sustainability and Climate Action Grants

Year	Type	Agency	Project	Vendor/Partners	Status
2019	Recycling Infrastructure	EGLE	Recycling Trucks + education center	East Lansing/Emterra	In process, extension requested/Education center still in process
2021	Community Energy Management	EGLE	Community Center Solar Assessments/Resiliency Hub	Michigan Energy Options (MEO)	grant received, project completed
2021	Urban and Community Forestry	MDNR	Urban Tree Canopy Assessment	Davey	grant received, project completed
2021	Quality Improvement Grant	EGLE/TRP	Contamination reduction/tagging/education	The Recycling Partnership (TRP)	grant received, project completed
2021	Market Development	EGLE	Regional organics	PSC/East Lansing	grant received, project in process
2022	Recycling Infrastructure	EGLE	Recycling drop off site		grant received, project in process
2022	Racer (https://www.energy.gov/eere)	DOE	Resiliency plan	PNNL authored grant, we are partner community	not selected
2023	SWIFR	EPA	Enhancing commercial and M/F recycling	Emterra	pending notification
2023	Recycling Infrastructure	EGLE	Enhancing commercial and M/F recycling	Emterra	application in process
2023	Forestry	USDA	Urban Forestry	BWL, school district, tree coalition, etc	application in process
2023	Charging/Fueling	DOT	EV transition	Clean Cities, BWL, EL, others	application in process
2023	Buildings UP	DOE	EE/Electrification	BWL	application in process/BWL lead application/COL supporting
Energy efficiency and conservation block grant (EECBG)- direct allocation/no competitive grant application					

*Sustainability priorities include: electric vehicle infrastructure, mobility, transportation, water infrastructure, energy efficiency and renewables, waste/recycling/composting/green infrastructure, land use



Andy Schor, Mayor

City of Lansing Job Description

Department: Mayoral Staff

PCN: MYRADMLR

Position Title & Level: Chief Labor Negotiator

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

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

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

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

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

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

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

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

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to sit, stand, walk, hear, listen, speak, reach, push, pull, finger dexterity, feeling and visual acuity.

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

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

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

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

- Prepares contract proposals and agreements.
- Represents the Mayor at meetings related to Labor Relations and collective bargaining matters.
- Other duties as assigned.

Formatted: 01/12/2018

Revised: 06/03/2022

**City of Lansing
JOB DESCRIPTION**

Department: Mayor's Office of Community Media

Job Title: City TV Manager

Job Code: CABLEMGR

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

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

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

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

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

ENVIRONMENTAL CONDITIONS: Inside and outside environment.

Format: 3/11/14

Revised: 2/07 and 3/30/11

Revised: 5/2022



Andy Schor, Mayor

City of Lansing Job Description

Department/Division: Mayoral Staff

PCN:

Position Title & Level: Community Relations Liaison

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

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

- At least 3 years of work experience in public relations, community engagement, or a related field
- Great interpersonal skills and ability to work well as part of a team
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism
- Excellent written and verbal communication skills
- Ability to speak face-to-face with community members
- Excellent customer service skills
- Ability to multitask and organize in a fast-paced environment
- Experience using a personal computer utilizing various software including but not limited to word processing, database, and spreadsheets.
- Experience in providing exceptional customer service via the telephone, email and in person.
- Must have excellent and effective communication in both verbal and written forms.
- Must possess and maintain a valid driver's license.
- Must be dependable and possess a good work record.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

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

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

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to stand, sit, speak, hear, listen, reach, bend, lift, carry, demonstrate near, far, peripheral and color vision.

ENVIRONMENTAL CONDITIONS OF POSITION:

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

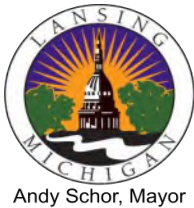
ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources. The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted, or modified at any time.

- Collaborate and build coalitions with community members, professional groups, and organizations.
- Provides updates of behalf of the mayor's office to community stakeholders, civic groups, tenant associations, faith-based organizations, schools, businesses, other organizations, and residents.
- Assist with implementing community outreach activities, programs, and events with marking such as social media to promote.
- Represent the Mayor's office and to consider the well-being and interest of the City of Lansing.
- Ensure accountability and transparency with the messaging from the office of the Mayor.
- Present public presentations to constituents, groups, and businesses to promote the Office of the Mayor and the City of Lansing.
- Present proclamations on behalf of the Mayor.
- Assist in the coordination and implementation of a variety of special events, public relations projects to reflect the needs and interests of diverse communities.
- Respond to constituents and faith-based organizations with any questions/concerns and helps provide resources.
- Assist to identify solutions via community feedback by collaborating with Chief of Staff, Deputy Chief of Staff and/or appropriate department leads.
- Works together with other Outreach and Services Specialists in the development of community engagement strategies.
- Develops partnerships with other entities businesses, community-based organizations, and citizens to support service initiatives and community problem solving.
- Inform community representatives of government decisions, changes in policy and other relevant matters which may impact communities.
- Engage and establish regular communications with all civic associations within the City.

Format: 3/14/14

Revised: 6/10/2022

Updated 9/1/2022



City of Lansing Department of Human Resources Job Description

Department/Division: Mayoral Administration

PCN: CMNCTMGR

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

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

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

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

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

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

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

programs. Create marketing/public relations strategy that will allow the Mayor and his administration to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media and key influencers. Skill in preparation, proofreading and editing reports, letters, and other office work. Skill in researching, compiling, analyzing, and interpreting data in multiple forms from multiple sources.

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own: Sitting, listening, speaking, finger dexterity, pushing, pulling and visual acuity.

ENVIRONMENTAL CONDITIONS OF POSITION: Office environment.

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

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

- Lead the City's overall communications strategy, while executing Mayor's vision.
- Write and disseminate public information and all media advisories and press releases.
- Coordinate response to press inquiries with Mayor and all other City departments or agencies and other City staff as needed.
- Plan and coordinate press conferences and other press events/announcements.
- Plan and coordinate Mayor's interviews and talking points for events and all press-attended functions.
- Manage media relations, develop contacts, pitch stories, speak on the record for the Mayor and City.
- Support the development of mayoral speeches, including the State of the City speech, and coordinate speech-related media and logistics.
- Maintain an accurate list of media contacts and build productive working relations with key members of the media, especially media organizations that report regularly on City government.
- Manage City brand standards and ensure they are met.
- Manage the communications team to create engaging and effective digital and traditional campaigns that drive traffic, generate leads, increase awareness, connect with residents, and drive ROI.
- Write, review, and edit the City's web and social media content.
- Assist in creation of and management of all digital and traditional communications content.
- Track engagement across platforms and make data-driven decisions.
- Coordinate and collaborate with City departments, program, and project leaders to promote their goals and messages and ensure consistent messaging enterprise-wide.
- Collaborate with regional organizations to create and build regional communications efforts.
- Engage with media, community organizations, residents, and other stakeholders.
- Educate and train others across City government regarding web content management and social media strategies and tactics.
- Day-to-day management of web content and communications outreach on social media channels.
- Monitor social media channels and facilitating effective, responsive, and appropriate communications between city agencies and citizens.
- Ensure all communications align with City government mission, values, and objectives.
- Track and capitalize on new and emerging trends in web and social media technologies.
- Develop strategy and implement digital and traditional communication during a crisis or City emergency.

- Provide work direction and supervision for City communications staff, including Graphic Designers, Communication and Content Coordinators, and Social Media and Communications Interns across City departments.
- Manage vendor and agency relationships to support communications projects throughout the City.
- Manage creation and dissemination of citywide magazine in both digital and traditional mediums.
- Performs other related duties as assigned by the Mayor.

Format: 3/14/2014

Revised: 1/2014

Updated PCN: 6/2022

City of Lansing
Executive Management Unit Job Description

Department/Division: Mayoral Administration

PCN: DPCFSTAF

Position Title & Level: Deputy Chief of Staff (DCS)

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

Summary: The Deputy Chief of Staff (DCS) serves at the pleasure of the Mayor and supports the Deputy Mayor of Operations/Chief of Staff (DMCOS) with a wide range of duties that lead to the effective, efficient, and progressive management and supervision of all City operations. The DCS also acts as the Citizen Advocate. As Citizen Advocate the DCS is responsible for receiving, investigating, and responding to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.

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

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

-Bachelor's Degree in Business Administration, Public or Business Administration or a related field AND

- Three (3) to Five (5) years of experience in community and education work; municipal work AND Three (3) to Five (5) years of supervisory experience

-Or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Knowledge of principles and practices of public administration and management.

Skill in writing reports, letters, memos, and maintaining records.

Ability to lead (Chair) and manage meetings.

Ability to work independently and self-direct work.

Ability to speak publicly at various events as directed.

Coordinate work assignments with outside agencies and governments at local, state, and federal levels.

Maintain and use professional judgement in dispensing confidential information.

Communicate effectively with elected officials, department heads, City employees, community leaders and members of the public both verbally and in writing.

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to stand, sit, speak, hear, listen, reach, bend, lift, carry, demonstrate near, far, peripheral and color vision.

ENVIRONMENTAL CONDITIONS OF POSITION:

Office environment with travel to meetings in other locations.

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

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

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

- Collaborates, as needed, with Office of the City Attorney regarding City legal matters and FOIA requests;
- Mayor's office liaison with Federal and State Lobbyist, keeping abreast of all federal and state matters that impact municipalities, pursues and secures federal and state funding opportunities;
- Researches, analyzes, and interprets information, issues, and proposals;
- Collaborates with Communications Director to prepare talking points on a variety of matters/issues for the Mayor;
- In collaboration with the Deputy Mayor/Chief of Staff, manages and provides guidance to department heads;
- Composes correspondence;
- Involved in strategic planning and coordination of projects from conception to completion;
- Composes policies, reports, speeches, and documentary correspondence;
- Collects and compiles city departments year-end reports;
- Assists Chief of Staff with resolving employee relations and grievances as needed;
- Supervises constituent relations and provides direction to staff;
- Advises the Mayor in consultation with the Deputy Mayor/Chief of Staff on legislative issues and other issues that could have an impact on the City of Lansing;
- Attends City Council and Committee of the Whole meetings in absence of the Mayor, Deputy Mayor/Chief of Staff/Executive Assistant;
- Represents the Mayor at City Council committee meetings and other meetings and public functions as needed;
- Under general supervision of the Deputy Mayor/Chief of Staff, helps manage the day-to-day operations of the Mayor's Office;
- Responsible for vetting department resolutions for referral to City Council;
- Conducts Cabinet meetings in the absence of the Mayor and Deputy Mayor/Chief of Staff;
- Meets with community and business leaders as requested; and
- Performs other related duties as assigned.

Format: 3/14/14

Revised: 6/1/2022

Updated: 6/7/2022



Andy Schor, Mayor

City of Lansing Department of Human Resources Executive Management Job Description

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

Position Title & Level: Deputy Mayor- Operations & Administration
Executive Assistant

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

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

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

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

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

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

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

PHYSICAL CAPACITY REQUIREMENTS:

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

ENVIRONMENTAL CONDITIONS OF POSITION:

Office environment with travel to meetings in other locations.

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

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

- Addresses various operational and internal needs of the City.
- Manages and serves as lead for special internal projects inclusive but not limited to the Gun Violence Task Force, Mental Health Task Force and Census Reporting follow up.
- Researches, analyzes, and interprets information, reports, issues and proposals.
- Handles conflict resolution with departments and in areas where necessary.
- Composes correspondence.
- Involved in strategic planning and coordination of projects from conception to completion.
- Composes policies, reports, speeches and documentary correspondence.
- Supervises constituent relations and provides direction to staff.
- Attends City Council and Committee of the Whole meetings and serves as the City Council liaison.
- May represent Mayor at City Council committee meetings and other meetings and public functions as needed.
- Meets with community and business leaders.
- Provides operational supervision of the following departments: Lansing Fire Department, Lansing Police Department, Department of Human Resources, Office of the City Attorney, Information Technology, Finance and Treasury.
- Other duties as assigned by the Mayor.

Format Updated: 5/14/12
Revised/Updated: 1/2012, 7/1/2020 (Title Change), 6/10/2022
Updated: 1/17/2023



**CITY OF LANSING
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

Department: Office of the Mayor

PNC: CSOFFICER

Job Title: Chief Strategy Officer/Deputy Mayor for Strategic Initiatives

SPECIAL REQUIREMENTS:

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

SELECTED CANDIDATE MUST SIGN A CONFIDENTIALITY AGREEMENT.

EDUCATION & EXPERIENCE REQUIREMENTS:

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

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

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

- Must possess strong analytical skills.
- Must possess project management skills.

PHYSICAL CAPACITY REQUIREMENTS:

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

ENVIRONMENTAL CONDITIONS:

Office environment as well as occasional travel to offsite locations.

ESSENTIAL JOB FUNCTIONS:

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

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

- The Chief Strategy Officer will identify, analyze, develop, communicate, oversee, and monitor short-term and critical long-term strategic goals/policies and action plans that target correcting a structural budget imbalance. In addition, the CSO will seek opportunities for growth and efficiencies city wide. The CSO will focus on new revenue generation through grants, development, and partnerships.
- Serves as the business ombudsman for the City of Lansing.
- Supervises all grants that are submitted on behalf of the City of Lansing.
- Manages special development projects such as the public safety center and corresponding bond, city hall and the performing arts center.
- Serves as the contact for economic development relations in the Mayor's Office
- Provides operational supervision to the following city departments: Economic Development and Planning, Parks and Recreation, Public Service, Neighborhoods and Citizen Engagement, Assessing and Human Relations Community Services.

Finalized: 6/10/2022

Updated: 1/17/2023



**CITY OF LANSING
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION (MAYORAL STAFF)**

Department: Office of the Mayor

PCN: CCOORGRD

Job Title: Communications Coordinator and Graphic Designer (Mayoral Staff)

SPECIAL REQUIREMENTS:

The individual selected for this position must commit to the office hour work schedule of Monday - Friday, 8:00AM-5:00PM. Must attend and/or participate in meetings occasionally held during weekends and some evenings. Working during emergency events is also expected. Drives personal/city automobile to and from work sites as required. Must possess and maintain a valid driver's license.

SELECTED CANDIDATE MUST SIGN A CONFIDENTIALITY AGREEMENT.

EDUCATION & EXPERIENCE REQUIREMENTS:

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

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles and practices of public relations.
- Skill in writing letter and promotional material.
- Skills in customer service and event management.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, other City employees, volunteer boards, and with the public.
- Must be dependable and possess a good works record.
- Skill in the use of graphic design and photo editing software such as Illustrator, Publisher, InDesign, Canva, Photoshop, etc. preferred.
- Skill in the use of video editing software such as Final Cut Pro, Adobe Premier, Lightworks, iMovie, etc. preferred.

- Skill in effectively communicating with a high volume of clients, community members, City employees and elected officials in a professional manner to include creation posting of, filtering, responding to, and redirecting social media content information to those individuals regarding the Office of the Mayor and City of Lansing related matters.
- Ability to exercise discretion when receiving or dispersing information; to maintain and properly dispense City related content and information to the appropriate platforms, agencies, and venues; as well as to work independently and under tight deadlines without constant direct supervision.

PHYSICAL CAPACITY REQUIREMENTS:

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

ENVIRONMENTAL CONDITIONS:

Office environment as well as occasional travel to offsite locations.

ESSENTIAL JOB FUNCTIONS:

Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions. Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted, or modified at any time.

- Creates and designs artwork for print and electronic use in promotional materials, publications, website content, email, social media content, etc.
- Utilizes ability in Adobe Create Cloud including InDesign, Illustrator, Photoshop, Acrobat, and Microsoft Office Suite to priority drive information for publication.
- Works directly with the communications director on branding and design work citywide.
- Assists the communications director in developing citywide communication strategies.
- Assists the communications director and mayor with media events when needed.
- Assists with communication of City events (generating print and digital materials, branding, social media, and website promotion, etc.).
- Leads the design and layout of the City's seasonal print/digital magazine.
- Updates and maintains the City of Lansing website.
- Assists citywide departments with website training, questions, and content.
- Communicates with all department teams to ensure that messaging and branding of their content on the website is cohesive, appropriate, and current.
- Develops, drafts, and administers day-to-day social media schedule/plan for the City of Lansing's social media platforms.
- Monitors and drafts responses to direct messages and comments received on the City of Lansing's social media accounts.
- Works with the communications director to write, edit, and send press releases and other media releases from the city when needed.
- Drafts and sends listserv communications.
- Assists citywide departments with creating maps.
- Assists citywide departments with creating informational and educational documents for the public.
- Performs other duties as assigned.

Created/Formatted: 2/12/2019

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

Revised/Updated job functions, title, and PCN: 8/18/2021

**City of Lansing
CITY COUNCIL JOB DESCRIPTIONS**

Department: Mayor's Office of Community Media

Job Title: Director, Lansing Public Media Center

Job Code: LPMCDIR

EDUCATION & EXPERIENCE REQUIREMENTS: Master's Degree in communication arts, speech, television and radio, film, media arts, audio/video production or a related field and two (6) years of experience in television production work: or an equivalent combination of training and experience. Minimum of two years must have been in a role of Executive Producer or Facility Director Must possess and maintain a valid driver's license.

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

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

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

- Provides general assistance to other office staff members as required.
- Drives a motor vehicle to and from work sites as required.

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

ENVIRONMENTAL CONDITIONS: Inside and outside environment.

Format: 3/11/14

Revised: 2/07 and 3/30/11

Revised: 5/2022

City of Lansing

Executive Staff Unit Job Description

Department/Division: Mayor

PCN: MYROFMGR

Position Title & Level: Office Manager

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

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

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

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

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

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

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

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to sitting, listening, speaking, finger dexterity, pushing, pulling and visual acuity.

ENVIRONMENTAL CONDITIONS OF POSITION: Office environment.

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

- Serves as personal assistant to the Mayor;
- Welcomes and greets constituents visiting and meeting with Mayor and Office staff.
- Helps coordinate the Mayor's appointments and speaking engagements by gathering all pertinent information and providing the Mayor with agendas, names of attendees, and other pertinent information as requested;
- Interacts and maintains positive relationship with community stakeholders, public and private officials, investors, and the public;
- Provides administrative support to the DMOCS and DCS when necessary;
- Coordinates and assists with the preparation of special events such as the Mayor's Ramadan Unity Dinner, Mayor's Riverwalk, Senior Activities Fair and other events as needed;
- Acts as Staff liaison to the Mayor's Office of Faith Based and Community Initiatives, Martin Luther King, Jr. Holiday Commission and Silver Bells Committee;
- Prepares the Mayor's itinerary for conferences and meetings including registration, travel arrangements, hotel accommodations and other special services;
- Manages schedule and distributes tickets for the City's Lugnuts Suite and Common Ground Concerts;
- Prepares communication messages to staff, department and division heads as direction by the Mayor, Chief of Staff, and/or Deputy Chief of Staff.
- Implements and oversees general office procedures and equipment needs for the Mayor's office.
- Coordinates with the Deputy Chief of Staff, the supervision of office interns and volunteers, recruitment, and the delegation of assignments.
- Monitors and responds to general office emails and telephone calls.
- Organizes and maintains computerized filing systems.
- Monitors departmental budget accounts. Prepares accounts payable reports, initiates purchase order requests, and procurement card reports.
- Coordinates payroll submission for staff and contractual employees with the Chief of Staff.
- Maintains and updates mailing & email addresses and contact numbers for community stakeholders and other VIPS.
- Oversees office calendars for Mayor and Chief of Staff.

- Edits and composes correspondence and memorandums.
- Assists Deputy Chief of Staff with constituent intake requests and/or inquiries.
- Represents Mayor's Office at meetings and events.

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

Finalized: 2/6/12
Format Revised: 3/8/12
Format Revised: 6/2022



Andy Schor, Mayor

City of Lansing Job Description

Department/Division: Mayoral Staff **PCN:**

Position Title & Level: Scheduling and Boards & Commissions Coordinator

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

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

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

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

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

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

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to stand, sit, speak, hear, listen, reach, bend, lift, carry, demonstrate near, far, peripheral and color vision.

ENVIRONMENTAL CONDITIONS OF POSITION:

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

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

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

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

***Format: 3/14/14
Revised: 6/8/2022***



City of Lansing Department of Human Resources Mayoral Staff Job Description

Department/Division: Office of the Mayor

PCN:

Position Title & Level: Strategy Analyst

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

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

- Bachelor's Degree in Business Administration, Public Administration, Public Policy, or related Field; **AND**
- Five (5) years of professional experience; **WITH**
- Three (3) of the five (5) years to include experience in grant writing.
- An equivalent combination of training and experience may be considered.
- Previous local government experience, *preferred*.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Knowledge of the functions and requirements regarding grant administration and funding informational sources. Knowledge of proper procedures for handling and dispensing confidential information, the proper composition of business letters and forms with skill in composing complex letters and memoranda.

Skill in providing a full range of duties including use of discretionary judgment in dispensing information, drafting communications to various departments and funding agencies, the proficient use of a personal computer with knowledge of various software including but not limited to word processing, spreadsheets, databases, Internet, email, and presentation software. Skill in identifying various grant funding opportunities and works with departments to draft applications along with appropriate documentation. Skill in researching, compiling, analyzing, and interpreting data in multiple forms from multiple sources, in organizing and maintaining a variety of records and confidential files, as well as skill in functioning independently and using professional judgment.

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

Must be able to work occasional evening and weekend hours.

PHYSICAL CAPACITY REQUIREMENTS:

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

ENVIRONMENTAL CONDITIONS OF POSITION: Office environment.

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

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

- Works independently and with department representatives to identify grant funding opportunities.
- Writes, submits, and manages grant proposals with various departments.
- Assists with the execution of the City's development strategy and works with City leadership and Department Heads to understand financial needs to attain funding.
- Works to develop relationships and collaborates with key stakeholders.
- Works closely with the development team on various special projects.
- Interacts and maintains positive relationship with community stakeholders, public and private officials, and the public.
- Provides administrative support to the Chief Strategy Officer when necessary.
- Edits and composes correspondence and memorandums.
- May represents Mayor's Office at meetings and events.
- Other duties as assigned.

Finalized: April 2023

City of Lansing Job Description

Department/Division: Mayor's Office/Community Media Division

Job Title & Level: Videographer

PC:VGRAPH

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

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

EDUCATION & EXPERIENCE:

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

KNOWLEDGE, SKILLS & ABILITIES:

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

ESSENTIAL JOB FUNCTIONS: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Sets up and films media events, City Council and board meetings, City educational programs and other production for broadcast on the City's television station and internet.
- Sequences and edits production work for broadcast.
- Keeps calendar of events and programs to be filmed.
- Keeps abreast of the latest trends and advances in media technology.

- Maintains and catalogs digital files and show masters.
- Maintains records and prepares reports and correspondence related to work.
- Operates, maintains, and repairs production equipment.
- Other duties as assigned.
- Must be able to work weekends and holidays.

PHYSICAL CAPACITY REQUIREMENTS:

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

ENVIRONMENTAL CONDITIONS:

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

Attachment B

Scope of Work

- Provides administrative and clerical support to the Deputy Mayor/CSO.
- Coordinates and schedules meetings for Deputy Mayor/CSO.
- Prepares various reports as assigned.
- Research projects assigned by supervisor.
- Assists with coordinating and tracking City Council updates and reports that are due.
- Assists with special projects as assigned.
- Other duties as assigned

DRAFT- Adopt 5/15/2023 WITH BUDGET
FY 2023/2024 Budget Policies

In accordance with the State Uniform Budget and Accounting Act (Public Act 2 of 1968), the City of Lansing's annual appropriations, as set forth in the annual budget resolution, shall be made in accordance with Generally Accepted Accounting Principles (GAAP) and shall apply to all funds except internal service funds, debt service funds, permanent funds, and trust and agency funds.

The City's fiscal year is July 1 through June 30. In accordance with the City Charter, on or before the fourth Monday in March, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. No later than the third Monday in May, the Council adopts the budget and sets the property tax rates for the ensuing fiscal year.

Appropriations are set forth in the annual budget resolution. Authority to transfer between appropriations is dictated by City Charter; however, additional administrative budget transfer authority is granted for the following instances. The Administration is requested to submit to Council quarterly reports of such transfers.

Wastewater Funds – the transfer residual State Revolving Fund (SRF) loan and/or bond proceeds between projects and project segments.

Flood Control – the transfer of funds for flood control and/or storm sewer purposes to address flooding or unanticipated storm sewer maintenance needs.

Major and Local Street (Act 51) Funding – Transfer authority is not limited by departmental allocation, and administrative authority is included for appropriation of MDOT special authorization funding.

Parking System – the transfer of capital project accounts from operating accounts is permitted to meet bid or unforeseen capital needs.

Debt Service Funds – the transfer of residual balances between general obligation bond debt service accounts.

Vacancy Factor/funded and unfilled Positions - The budget includes an attrition vacancy allowance in each department's budget. The Administration is requested to provide Council on a quarterly basis, thereafter, a list of vacant positions by department. The Administration is also requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact on programs

and/or services which are included within this allowance. The personnel wages and fringes associated with all positions identified above, and any such position vacated, thereafter, shall be placed in a budget control account, and will require City Council approval for expenditure.

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

In addition, administrative authority is granted for the transfer of wage and fringe benefit reserves to departmental budgets upon settlement of a collective bargaining agreement.

Carryforwards

Authority is granted to reappropriate available capital project balances as of June 30, 2022 into the FY 2022/2023 budget. All non-capital balances require City Council approval to carryforward, except for encumbered (purchase order) obligations less than \$5,000 and not more than 8 months old.

- Human Services and Community Supported Agencies Funding

The plan for funding Agencies submitted to Council designate particular Agencies. If any agency does not apply for or use their funding, all funds will remain in their respective account(s) for additional appropriation and approval by Council for Human Services and Community Supported Agencies use pursuant to the Charter transfer authority. The Administration/Human Relations Community Services Department is requested to submit to Council a quarterly report on the status of the Human Services and Community Supported Agencies' funding. This report should include the accounting level detail appropriation; amount spent, balance, and a notation as to whether the balance of funds is expected to be spent by the end of the Fiscal Year; if not, why.

General Fund Reserve Policy

The City's General Fund reserves consist of the General Fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05.

The targeted unrestricted balance for the combination of the General Fund balance and the Budget Stabilization Fund is a minimum of 12% of General Fund expenditures and a maximum of 15% of General Fund expenditures. Except when projected revenues (excluding transfers) are projected to decrease more than 0% in a given year, if events necessitate that the combined balances drop below 12% of General Fund expenditures, annual appropriations of a minimum of \$500,000 will be made until the 12% target is reached. In the event that combined reserves are projected to exceed 15% of General

Fund expenditures, the excess amount will be used to supplement pension and/or retiree healthcare prefunding.

Debt Management

Appropriations are made to adequately fund annual debt service obligations. Adherence will be made to required debt service reserves, where applicable, as well as to the provision of annual disclosures as required by outstanding bond obligations.

Investment Policy

Management of cash investments is governed by the City's investment policy and in accordance to State statute, with the objective being the maximization of return on the City's governmental funds through pooling of funds where appropriate and permitted, monitoring of interest rates and fee structures. Investments of the Employee Retirement System, the Police and Fire Retirement System, and the VEBA, are governed those respective boards and dictated by their respective investment policies.

Strategic Planning and Budget Development

In working toward the goal of the incorporation of strategic planning into the budget process, this next year, Administration is encouraged to work towards developing a multi-year budgeting process. This process should align the City's master plan, strategic goals, and performance metrics to short-term and long-term budget priority-setting by Council in accordance with Financial Health Team recommendations.

Civil Actions, Claims, and Damages

Whenever a claim is made or any civil action is commenced against the Mayor, a City Council member, a non-bargaining unit employee, a Lansing retirement board trustee, or a member of a City advisory board established by the City Charter or ordinance (collectively in this provision "the Employee or Officer") for damages caused by an act or acts of the Employee or Officer within the scope of his or her authority and while in the course of his or her employment with the City or while performing his or her duties on behalf of the retirement board or advisory board, the City will pay for, engage, or furnish the services of an attorney to advise the Employee or Officer as to the claim and to appear for and represent the Employees or Officers in the action. If the City Attorney does not provide the attorney services, the attorney selection shall be made by the City Attorney in the manner the City Charter requires. The City may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the Employee or Officer covered under this provision is awarded against the Employee or Officer as the result of a civil action, the City will, to the extent not covered by insurance, indemnify the Employee or Officer or will pay, settle, or compromise the judgment. The City's obligations under this provision, however, is contingent upon the Employee or Officer giving prompt notice of the commencement of the action and upon the Employee or Officer

cooperating in the preparation, defense, and settlement of the action. The terms “scope of authority” “course of employment” and “performing duties” under this provision do not include any act or acts of Employee or Officer of (i) fraud, (ii) dishonesty, (iii) willful, intentional, or deliberate violation of the law or breach of fiduciary duty, (iv) criminal act, or (v) traffic violation; nor does this provision abrogate or diminish governmental immunity of the City or the Employee or Officer. This provision does not apply to the Lansing Housing Commission nor the Board of Water and Light employees or board/commissioner members.

Grants

In order to receive timely Council consideration of the approval of any grant award, every application for any grant requiring legislative approval shall be submitted to Council, and, upon notification of the award of such a grant, the acceptance shall be submitted to Council. Once accepted administrative authority is granted to create necessary accounts and transfers in accordance with the requirements of the grantor. Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

Transparency and Accountability in Government

Council will review, and when necessary, pass policies, procedures and ordinances to achieve improved transparency and accountability with respect to economic incentives, outsourcing of service and contracting within City government.

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

Non-Motorized Vehicle Safety

Public Service is encouraged to develop a strategy and program to protect bike lanes at busy intersections to increase rider safety and educate motorists on proper interaction with bike lanes at intersections. If possible, the barriers should be removable to facilitate street sweeping and snow plowing.

Environmental Stewardship

The City of Lansing is concerned about its environment and strives to be a good steward of such. The City recognizes the importance of sustainability and supports the Paris Agreement. The City recognizes to reduce the City’s net emissions output, increase its energy efficiency and improve its wastewater treatment and waste management programs.

Lansing Home Ownership Program for Employees (L-Hope)

L-Hope shall cover these groups, all full time and part time year round employees, whose bargaining units have agreed to participate in the program, and the following non-bargaining employee groups: Executive Management Group, Non-Bargaining Group, Mayoral Staff, District Court employees, and the City Council Staff employees, and shall continue as funded.

Budget Policy Language

~~Expungement Clinic — With the goal of improving social equity, combating income inequality, and improving job and business license access City Council proposes funding a quarterly Expungement Clinic through the Office of the City Attorney for the purpose of assisting Lansing residents if they qualify for expungement and assist in completing necessary application paperwork. Reporting by the OCA on a quarterly basis of the number of residents that were assisted.~~

5/8/2023

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

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 27, 2023, the Mayor submitted a proposed budget for the 2023/2024 fiscal year, which spans from July 1, 2023 through June 30, 2024; and

WHEREAS, the City Council held a series of televised public hearings to review the Mayor's budget recommendations, and a community input session on May 8, 2023; and

WHEREAS, in accordance with the City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on May 8, 2023, for the fiscal year 2023/2024 budget and capital improvements program, and the proposed levy for taxation; and

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

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

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2023/2024, which must include all policies to be carried forward into the current fiscal year:

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

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

BE IT FURTHER RESOLVED that 3.9 mills be levied with such revenue to be used to pay for the new Public Safety Buildings, as approved by the voters on November 8, 2022; and

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

Fee Proposed	From Current FY 2023	To Proposed FY 2024
<u>Building Safety</u>		
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Investigation fee	150.00	200.00
<u>Code Compliance</u>		
Lack of Certificate Fee	New	100.00
<u>Courts</u>		
Default Fee - Late Assessment	25.00	30.00
Alcohol/Drug Assessments	90.00	100.00
<u>South Capitol</u>		
Reserved (SCR Back Surface Lot)	144.00	147.00
Covered	117.00	120.00
Roof	92.00	95.00

North Grand

Reserved - 1st floor	163.00	166.00
Valet/Cage Area permit	163.00	166.00
Reserved - 4th Floor Area	163.00	166.00
covered	143.00	146.00
Roof	112.00	115.00

North Capitol

General	120.00	123.00
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Transient Parking Rates

Hourly rate (LC)	2.00	3.00
Daily Maximum (LC)	10.00	15.00
Lost Ticket Fee (LC)	20.00	30.00

Special Events

Special Event fee	10.00	12.00
Reserving a parking lot (per space)	20.00	30.00

Adult Sports

Recreational Softball League Team fee	240.00	250.00
Co-ed and Women's Softball	260.00	270.00
Men's softball	325.00	335.00
Men's double header softball	395.00	405.00

Community Center-Seniors

Senior out of town trips	75.00	100.00
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Community Center

Kids Camp Resident Fee	40.00	80.00
Kids Camp Pre Care Resident Fee	30.00	-
Kids Camp Post Care Resident Fee	40.00	-
Meeting rms outside of hours - non residents	85.00	120.00
Community room outside of hours res	90.00	100.00
N/R Com rm out of hours	85.00	150.00
Gym out of hours -res	80.00	100.00
Gym out of hours - non res	85.00	150.00
Gym out of hour non athletic - nr	100.00	225.00
Gym out of hours non athletic -res	95.00	150.00
Kids Camp Resident Fee	40.00	80.00
Kids Camp Pre Care Resident Fee	30.00	-
Kids Camp Post Care Resident Fee	40.00	-

Turner Dodge

Short Ceremony Rental - res	New	175.00
Short Ceremony Rental - non res	New	250.00
Birthday Party - res	110.00	175.00
Birthday Party -non res	New	250.00
School Tours	75.00	125.00
Resident first floor	120.00	125.00
Non Res first floor	135.00	185.00
Resident whole house	155.00	160.00
Non Res whole house	170.00	240.00
Guided Tour	New	10.00

Parks Administration

1/2 day, Weekday, 1/2 pavilion	70.00	75.00
1/2 day, Weekend, 1/2 pavilion	80.00	85.00
1/2 day, holiday, 1/2 pavilion	100.00	105.00
whole day, weekday, 1/2 pavilion	140.00	150.00
whole day weekend, 1/2 pavilion	160.00	170.00
whole day, holiday, 1/2 pavilion	165.00	175.00
1/2 day, weekday, whole pav	115.00	125.00
1/2 day, weekend, whole pav	135.00	145.00
1/2 day, holiday, whole pav	200.00	210.00

whole day, whole pav weekday	190.00	200.00
whole day, whole pav, weekend	220.00	235.00
whole day, whole pav, holiday	275.00	290.00

Cemetery

Monument Cuts	150.00	250.00
Cremation Tent Rental	New	250.00
Cremation Tent Rental-Same Day Serv	New	300.00

Sewer

Sewer monthly fixed charge	13.00	13.60
Industrial Pretreatment Charge	6.15	6.45
Commodity Charge	7.70	8.00

Public Service Operations and Maintenance

32 Gallon Cart	54.00	56.00
65 Gallon Cart	59.00	61.00
95 Gallon Cart	63.00	65.00
EOW 32 Gallon Cart	27.00	28.00
Bulk Rate (per item)	33.00	36.00
Commercial Recycling Fee	52.00	53.00
Recycle/Yard Waste Collection Fee	119.00	122.00

BE IT FINALLY RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2023/2024 fiscal year:

	FY 2024 Proposed	Council Changes	FY 2024 Adopted
Estimated Revenues			
Property Taxes	50,606,500		50,606,500
Income Taxes	39,350,000		39,350,000
Return on Equity	26,800,000		26,800,000
State Revenues	22,424,475		22,424,475
Charges for Services	9,295,300		9,295,300
Fines & Forfeitures	1,505,200		1,505,200
Licenses & Permits	1,824,800		1,824,800
Other Revenue	412,000		412,000
Transfers from Other Funds	100,000		100,000
Interest & Rent	621,195		621,195
Use of (Contribution to) Fund Balance	2,762,033		2,762,033
Total Revenue	155,701,503	-	155,701,503
Appropriations			
City Council			
Personnel	541,898		541,898
Operating	250,910		250,910
Total	<u>792,808</u>	<u>-</u>	<u>792,808</u>
Internal Audit			
Personnel	219,000		219,000
Operating	12,514		12,514
Total	<u>231,514</u>	<u>-</u>	<u>231,514</u>
Courts			
Personnel	5,088,290		5,088,290
Operating	1,536,070		1,536,070
Total	<u>6,624,360</u>	<u>-</u>	<u>6,624,360</u>
Mayor's Office			
Personnel	1,577,579		1,577,579
Operating	273,438		273,438
Total	<u>1,851,017</u>	<u>-</u>	<u>1,851,017</u>
Office of Community Media			
Personnel	588,100		588,100
Operating	82,438		82,438
Total	<u>670,538</u>	<u>-</u>	<u>670,538</u>
City Clerk's Office			
Personnel	1,183,378		1,183,378
Operating	597,287		597,287
Total	<u>1,780,665</u>	<u>-</u>	<u>1,780,665</u>
Neighborhood and Citizen Engagement			
Personnel	1,018,426		1,018,426
Operating	537,981		537,981
Total	<u>1,556,407</u>	<u>-</u>	<u>1,556,407</u>

Economic Development and Planning			
Personnel	3,451,387		3,451,387
Operating	3,369,382		3,369,382
Total	6,820,769	-	6,820,769
Assessing			
Personnel	1,707,829		1,707,829
Operating	279,721		279,721
Total	1,987,550	-	1,987,550
Finance Operating			
Personnel	1,770,206		1,770,206
Operating	554,720		554,720
Total	2,324,926	-	2,324,926
Treasury/Income Tax			
Personnel	1,749,356		1,749,356
Operating	583,003		583,003
Total	2,332,359	-	2,332,359
Human Resources			
Personnel	1,968,618		1,968,618
Operating	1,130,947		1,130,947
Total	3,099,565	-	3,099,565
City Attorney			
Personnel	2,364,324		2,364,324
Operating	275,851		275,851
Total	2,640,175	-	2,640,175
Police			
Personnel	45,756,734		45,756,734
Operating	8,709,861		8,709,861
Total	54,466,595	-	54,466,595
Fire			
Personnel	35,171,150		35,171,150
Operating	6,157,067		6,157,067
Total	41,328,217	-	41,328,217
Public Service			
Personnel	3,635,596		3,635,596
Operating	9,752,393		9,752,393
Total	13,387,989	-	13,387,989
Human Relations and Community Service			
Personnel	1,894,264		1,894,264
Operating	176,012		176,012
Total	2,070,276	-	2,070,276
Parks and Recreation			
Personnel	5,299,345		5,299,345

Operating	4,035,790		4,035,790
Total	9,335,135	-	9,335,135
Human Services and Racial Equity			
Operating	2,084,932		2,084,932
Total	2,084,932	-	2,084,932
City Supported Agencies			
Operating	549,500		549,500
Total	549,500	-	549,500
City Recognitions			
Operating	10,000		10,000
Total	10,000	-	10,000
Non-Departmental			
Vacancy Factor	(1,500,000)		(1,500,000)
Library Lease	136,500		136,500
Debt Service	1,341,410		1,341,410
Net Transfers	8,065,796		8,065,796
Total	8,043,706	-	8,043,706
ARPA Revenue Loss	(8,287,500)		(8,287,500)
Total Appropriations	155,701,503	-	155,701,503

II. Special Revenue Funds

Major Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	11,500,000		11,500,000
Utility Permit Fees (Metro Act)	525,000		525,000
Reimbursements	600,000		600,000
Miscellaneous Revenue	80,000		80,000
Use of/(Contribution to) Fund Balance	3,093,118	-	3,093,118
Total Revenue	15,798,118	-	15,798,118

Appropriations

Personnel	2,954,588		2,954,588
Operating	3,838,878		3,838,878
Capital	4,150,000		4,150,000
Debt Service	472,587		472,587
Transfers	4,382,065		4,382,065
Total Appropriations	15,798,118	-	15,798,118

Local Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	3,752,628		3,752,628
Miscellaneous Revenue	150,000		150,000

Transfers from Other Funds	6,933,565		6,933,565
Use of/(Contribution to) Fund Balance	2,498,500	-	2,498,500
Total Revenue	13,334,693	-	13,334,693

Appropriations

Personnel	2,976,056		2,976,056
Operating	3,264,707		3,264,707
Capital	6,475,000		6,475,000
Debt Service	618,930		618,930
Total Appropriations	13,334,693	-	13,334,693

Stadium Fund

Estimated Revenues

Reimbursements	125,000		125,000
Stadium Naming Rights	137,000		137,000
Transfers from Other Funds	475,716		475,716
Interest Income	10,000		10,000
Total Revenue	747,716	-	747,716

Appropriations

Operating	747,716		747,716
Total Appropriations	747,716	-	747,716

Building Departments Fund

Estimated Revenues

Licenses & Permits	2,814,500		2,814,500
Charges for Services	-		-
Use of/(Contribution to) Fund Balance	225,128	-	225,128
Total Revenue	3,039,628	-	3,039,628

Appropriations

Personnel	2,325,278		2,325,278
Operating	714,350		714,350
Total Appropriations	3,039,628	-	3,039,628

Community Block Development Grant (CDBG) Fund

Estimated Revenues

Federal Grants	3,852,148		3,852,148
General Fund Transfer	139,080		139,080
Total Revenue	3,991,228	-	3,991,228

Appropriations

Personnel	1,007,117		1,007,117
Operating	2,984,111		2,984,111
Total Appropriations	3,991,228	-	3,991,228

HOME Grant Fund

Estimated Revenues

Federal Grants/Income
Total Revenue

903,397		903,397
903,397	-	903,397

Appropriations

Personnel
Operating
Total Appropriations

78,381		78,381
825,016		825,016
903,397	-	903,397

Emergency Shelter Grant (ESG) Fund**Estimated Revenues**

Federal Grants
Total Revenue

181,593		181,593
181,593	-	181,593

Appropriations

Operating
Total Appropriations

181,593		181,593
181,593	-	181,593

Federal Drug Enforcement Special Revenue Fund**Estimated Revenues**

Use of/(Contribution to) Fund Balance
Total Revenue

186,000		186,000
186,000	-	186,000

Appropriations

Operating
Capital
Total Appropriations

132,000		132,000
54,000		54,000
186,000	-	186,000

Tri-County Metro Drug Law Enforcement Fund**Estimated Revenues**

Drug Forfeitures
Contributions from Local Units
Interest Income
Use of/(Contribution to) Fund Balance
Total Revenue

50,000		50,000
400,000		400,000
-		-
(209,000)		(209,000)
241,000	-	241,000

Appropriations

Personnel
Operating
Total Appropriations

-		-
241,000		241,000
241,000	-	241,000

Downtown Lansing, Inc.**Estimated Revenues**

Special Assessments
Grants
Miscellaneous
Transfer from General Fund

365,000		365,000
4,200,000		4,200,000
317,000		317,000
85,000		85,000

Use of/(Contribution to) Fund Balance	(561,913)	(561,913)
Total Revenue	4,405,087	4,405,087
Appropriations		
Personnel	443,000	443,000
Operating	3,962,087	3,962,087
Total Appropriations	4,405,087	4,405,087
III. Enterprise Funds		
Cemeteries Fund		
Estimated Revenues		
Cemetery Service Revenue	309,000	309,000
Sale of Lots	155,000	155,000
Transfer from Parks Millage	527,827	527,827
Transfer from Perpetual Care	-	-
Total Revenue	991,827	991,827
Appropriations		
Personnel	598,563	598,563
Operating	393,264	393,264
Transfers	-	-
Total Appropriations	991,827	991,827
Golf Fund		
Estimated Revenues		
Transfers In - Parks Millage	100,383	100,383
Total Revenue	100,383	100,383
Appropriations		
Operating	100,383	100,383
Total Appropriations	100,383	100,383
Parking Fund		
Estimated Revenues		
Parking Revenue	3,887,800	3,887,800
Baseball Revenue	35,000	35,000
Parking Fines	621,000	621,000
Other Revenue	40,000	40,000
Use of/(Contribution to) Fund Balance	777,522	777,522
Total Revenue	5,361,322	5,361,322
Appropriations		
Personnel	2,181,422	2,181,422
Operating	2,331,800	2,331,800
Capital	131,000	131,000
Debt Service	717,100	717,100
Total Appropriations	5,361,322	5,361,322

Wastewater Fund

Estimated Revenues

Sewer Charges	35,980,000		35,980,000
Interest Income	150,000		150,000
Miscellaneous Income	20,000		20,000
Use of/(Contribution to) Fund Balance	9,177,792		9,177,792
Total Revenue	45,327,792	-	45,327,792

Appropriations

Personnel	8,093,656		8,093,656
Operating	10,426,713		10,426,713
Capital	13,201,000		13,201,000
Debt Service	13,306,423		13,306,423
Return on Equity	300,000		300,000
Total Appropriations	45,327,792	-	45,327,792

Refuse Fund

Estimated Revenues

Operating Income	3,500,000		3,500,000
Interest Income	1,500		1,500
Use of/(Contribution to) Fund Balance	1,187,174		1,187,174
Total Revenue	4,688,674	-	4,688,674

Appropriations

Personnel	1,471,453		1,471,453
Operating	1,517,221		1,517,221
Capital	1,700,000		1,700,000
Total Appropriations	4,688,674	-	4,688,674

Recycling Fund

Estimated Revenues

Operating Income	4,666,600		4,666,600
Interest Income	6,000		6,000
Use of/(Contribution to) Fund Balance	19,177		19,177
Total Revenue	4,691,777	-	4,691,777

Appropriations

Personnel	1,744,984		1,744,984
Operating	2,696,793		2,696,793
Capital	250,000		250,000
Total Appropriations	4,691,777	-	4,691,777

III. Capital Project Funds

Capital Improvement Fund

Estimated Revenues

Transfer from General Fund	2,200,000		2,200,000
Loan Revenue	180,000		180,000
PEG (Cable Capital) Revenues	450,000		450,000
Use of/(Contribution to) Fund Balance	3,611,780		3,611,780
Total Revenue	6,441,780	-	6,441,780

Appropriations

Capital	5,811,780		5,811,780
PEG Capital/Debt Service	350,000		350,000
Debt Service	180,000		180,000
Transfer to General Fund	100,000		100,000
Total Appropriations	6,441,780	-	6,441,780

Parks Millage Fund

Estimated Revenues

Parks Transfer	2,514,500		2,514,500
Total Revenue	2,514,500	-	2,514,500

Appropriations

Transfers to Golf/Cemetery Funds	628,210		628,210
Capital	1,886,290		1,886,290
Total Appropriations	2,514,500	-	2,514,500

Public Safety Fund

Estimated Revenues

Property Tax Levy	10,152,539		10,152,539
Total Revenue	10,152,539	-	10,152,539

Appropriations

Debt Service	10,152,539		10,152,539
Total Appropriations	10,152,539	-	10,152,539

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2023/2024 fiscal year:

(Resolution Continued Next Page)