

AGENDA

Committee on Ways and Means October 3, 2024 at 3:00 PM



Lansing City Hall, City Council Conference Room
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.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

UPDATED 10/1/2024 a.m.

Council Member Spadafore, Chairperson
Council Member Carter, Vice Chairperson
Council Member Brown, Member

1. **Call to Order**
2. **Minutes**
 - A. September 5, 2024
3. **Public Comment on Agenda Items (Up to 3 Minutes)**
4. **Discussion/Action:**
 - B. RESOLUTION - Grant Acceptance; Automobile Theft Prevention Authority (ATPA) Grant
 - C. RESOLUTION - Grant Acceptance; MI Local Retirement Grant Program
 - D. RESOLUTION - Grant Acceptance; Institute for Responsive Government Election Administration Grant
5. **Other**
6. **Adjourn**

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

DRAFT



MINUTES

**Committee on Ways and Means
Friday, September 5, 2024 @ 3:00 p.m.
City Council Conference Room**

CALL TO ORDER

Council Member Spadafore called the meeting to order at 3:00 p.m.

PRESENT

Council Member Peter Spadafore, Chair
Council Member Tamera Carter, Vice Chair
Council Member Jeffrey Brown, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Chief Sturdivant, LFD
Amber Paxton, OFE
Lori Welch, Sustainability Manager
Greg Venker, OCA-arrived at 3:11 p.m.

Minutes

MOTION BY COUNCIL MEMBER BROWN TO APPROVE THE MINUTES OF AUGUST 15, 2024 ON FILE. MOTION CARRIED 3-0.

Public Comment

No public comment at this time.

Discussion/Action:

RESOLUTION – Grant Acceptance; Michigan Department of Labor & Economic Opportunity Firefighter Turnout Gear Grant

Chief Sturdivant stated in spring in 2024 they applied for PPE grant for the gear. Due to some weather related winter time emergency service delivery, they are dependent on a second set of gear due to moisture and/or contaminants. This has always been a goal and includes helmet, pants, boots, overcoat and will cost up to \$3200 per set. This grant is for \$600,000 and just received the funds will be to the City early next week. They have been field testing through vendors as it relates to the manufacture. Also part of the grant, some past and current turnout gear mfg still use chemicals of PFAS, and this does not break down in water or air and last forever, however also do cause cancer. With the industry standard now is to produce gear without PFAS, and these sets will be PFAS and starts the process of replacing the current gear with this new non-PFAS gear.

DRAFT

Council Member Spadafore noted that during the COVID appropriation there was some turnout gear, and asked if that was non-PFAS and the Chief confirmed it was not. The new equipment is new to the programs.

Council Member Brown asked what the average age is of the current gear, and how long before total non-PFAS gear. Chief Sturdivant stated during COVID they bought 33% with shelf live of 6-7 years, and anticipate it will take 5-6 years to totally replace. This will be phased and done in increments. Council Member Brown asked what LFD is doing to address protecting the fire fighters with the equipment currently have. Chief stated in his year one they identified \$150,000 to move with physical examinations of fire fighters, that was to reflect an annual program. He then asked \$150,000 annually for general physical examinations and cancer screenings. His idea would be to put the fire fighters in for medical exams with their general physician every 6 months.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR GRANT ACCEPTANCE FOR THE FIREFIGHTER TURNOUT GEAR FROM MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Cities for Financial Empowerment Fund

Ms. Paxton first apologized for the late delivery, and explained this is not an annual grant, but they apply every year and get it every year. In the beginning they got \$10,000 and then they offered the City to help other cities to open OFE. They are doing this differently this year and for \$20,000 for OFE launches. Instead of working with 1-2 cities, a group of grantees will work with 9 cities. This does not require a match and is unrestricted.

Council Member Brown asked what OFE has been doing with transitional. Ms. Paxton stated the empowerment center transitional had closed but they are reopening last year and will reopen next week on 9/12/2024. They have always been committed to helping the field, and always approach in order to keep getting funding, they do projects to help other cities. Generally it takes a hour a month, not a burden but big benefit. Since not restricted, they can use those funds for the financial empowerment center.

Council Member Carter asked if they do a follow up with the 9 cities. Ms. Paxton stated there is a financial empowerment conference every two years, and there is a CFE coalition.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR GREANT ACCEPTANCE FROM CITIES FOR FINANCIAL EMPOWEMENT FUND. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Michigan Department of Environment, Great Lakes, and Energy Community Energy Mgt Grand

Ms. Welch confirmed it is a State grant, and the City was awarded \$100,000 for a non-motorized plant update, which has not been updated since 2011.

Council Member Spadafore asked if non-motorized includes non-pedestrian, and that was confirmed. He then asked if work has to be done in a time frame, and Ms. Welch stated they have until August 2025.

MOTION BY COUNCIL MEMBER CARTER TO RESOLUTION GRANT ACCEPTANCE MDEQ GREAT LAKES AND ENERGY COMMUNITY ENERGY MANAGEMENT GRANT. MOTION CARRIED 3-0.

DRAFT

DISCUSSION – Budget Priorities

Council Member Spadafore stated he does not have ideas ready for review yet, but explained to the Committee the process and this would be finalized by 9/17/2024.

Council Member Brown asked for previous years, and Council Member Spadafore stated anything from this Committee was accomplished and removed.

OTHER

No other business at this time.

ADJOURN

Adjourned at 3:25 p.m.

Submitted by, Sherrie Boak,

Recording Secretary,

Lansing City Council

Approved by the Committee on



**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: September 30, 2024
To: Committee on Ways & Means
From: Charles H Randall, Internal Auditor
Subject: Grant Acceptance: Automobile Theft Prevention Authority (PEND-3804)

Overview

- Department: Lansing Police Department (LPD)
- Grant Name: Automobile Theft Prevention Authority (ATPA)
- Grantor: Michigan State Police Department, Grants and Community Services Division
- City Contact: Cheryl Rupprecht, (LPD)
- Application Date: September 2024
- Award Date: September 3, 2024
- Grant Cycle: October 1, 2024 – September 30, 2025
- Grant Amount: \$244,039
- City Match: \$97,616 (40% of Total \$244,039)
- Source of City Match: Department Funded

Notes:

- Annual grant to assist in the prevention of motor vehicle theft. FY '24 grant \$239,039 Resolution #2023-302 on November 13, 2023.
- LPD notified of grant acceptance on September 3, 2024.
- Allowed spending uses are:
 - Personnel costs (1 officer dedicated to auto theft prevention)
 - Vehicle costs - \$20k
 - Investigation supplies / Field operations equipment - \$35.7k (**5 Flock cameras**, cell phone)
 - Training - \$5k



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: Automobile Theft Prevention Authority Grant

DEPARTMENT: Police

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Cheryl Rupprecht (cheryl.rupprecht@lansingmi.gov 483-4808)

APPLICATION DATE:

AWARD DATE: September 3, 2024

GRANT CYCLE: 10/01/2024 - 09/30/2025

Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$244,039

(Breakdown below should total this amount)

GOODS & SERVICES	\$0.00
PERSONNEL	\$187,339
CONSTRUCTION	\$0.00
LAND	\$0.00
OTHER	\$56,700.00-see explanation below

CITY MATCH (IF APPLICABLE): \$97,616 (40% of \$244,039)

GRANT PAYS FOR: Motor vehicle theft prevention program and initiatives

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The purpose of the grant is to assist in the prevention of motor vehicle theft. Allowable uses are personnel costs of one police officer dedicated to the auto theft prevention program, vehicle lease/purchase, office supplies, investigative supplies, cell phone, flock cameras, training/travel and specific membership dues.

\$20k specific for vehicle lease/usage at 60%, requiring 40% match

\$35,700k specific for Field Operations-including equipment (5 flock cameras) at 60%, requiring 40% match and \$5k specific for training at 60%, requiring 40% match

\$1k specific for Office Operations-including cellphone at 60%, requiring 40% match

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Lansing Police Department has submitted application for an annual grant to the Michigan State Police, Grants and Community Services Division for an Automobile Theft Prevention Authority (ATPA) grant; and

WHEREAS, the Lansing Police Department was informed on September 3, 2024, that it has been selected to receive grant funding in the amount of \$244,039; and

WHEREAS, the Lansing Police Department has a required local match of \$97,616 (40% of the grant); and

WHEREAS, the Michigan State Police's share is \$146,423 (60%); and

WHEREAS, the grant funds will be utilized solely for the benefit of motor vehicle theft prevention programs and initiatives; and

WHEREAS, the grant period is October 1, 2024 to September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the Automobile Theft Prevention Authority grant in the amount of \$244,039 for the program period October 1, 2024 through September 30, 2025.

BE IT FINALLY RESOLVED, that the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds, pursuant to the terms of the grant, subject to approval as to form by the City Attorney.



**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: September 30, 2024
To: Committee on Ways & Means
From: Charles H Randall, Internal Auditor
Subject: MI Local Retirement Grant Program (PEND-3808)

Overview

- Department: Mayor's Office – General Employee's Retirement System
- Grant Name: MI Local Retirement Grant Program
- Grantor: State of Michigan – Department of Treasury
- City Contact: Desiree Kirkland
- Application Date: July 2024
- Award Date: September 4, 2024
- Grant Cycle: 2024
- Grant Amount: \$2,361,715
- City Match: NONE
- Source of City Match: N/A

Notes:

- One-time grant to assist in funding qualified pension and retirement health benefit systems.
- Amount based upon financial statement audit report as of December 31, 2021.
- The required agreement and election forms were submitted and payment has been received.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: MI Local Retirement Grant Program

DEPARTMENT: Finance

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Desiree A. Kirkland (desiree.kirkland@lansingmi.gov)

APPLICATION DATE: July 2024

AWARD DATE: September 4, 2024

GRANT CYCLE: 2024

Check One: Annual X One-Time

FUND AMOUNT: \$2,361,715 (Breakdown below should total this amount)

GOODS & SERVICES	\$0.00
PERSONNEL	\$0.00
CONSTRUCTION	\$0.00
LAND	\$0.00
OTHER (Pension)	\$2,361,715

CITY MATCH (IF APPLICABLE): \$0

GRANT PAYS FOR: Funding pension

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The Michigan Department of Treasury was appropriated \$35 million to establish and operate a grant program that provides the most substantial relief to local units of government that experience the greatest burden from qualified pension and retirement health benefit systems on their annual budget and revenues. Grant awards were calculated using the sum of the qualified pension system(s) actuarially determined contributions and retirement health care system benefit premium payment amounts, as reported to Treasury as of December 31, 2021.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

September 4, 2024

MI Local Retirement Grant Award Letter of Approval

Sent via Email
City of Lansing
Municipality Code: 332020
desiree.kirkland@lansingmi.gov

Dear Chief Administrative Officer or Designee,

Thank you for participating in the Michigan Department of Treasury's (Treasury) MI Local Retirement Grant Program. Under the [Fiscal Year 2023-24 budget](#), the Michigan Department of Treasury (Treasury) was appropriated \$35 million to establish and operate a grant program that provides the most substantial relief to local units of government that experience the greatest burden from qualified pension and retirement health benefit systems on their annual budget and revenues.

Treasury has reviewed your grant award claim submission, and we are pleased to announce that City of Lansing is approved for a grant award in the amount of \$2,361,715. The final grant award was prorated to 55.6% of the maximum award amount, in accordance with minimum award amounts documented in the [MI Local Retirement Frequently Asked Questions Document](#).

- **Grant Award Eligibility:**
 - **Total Retirement Costs as % of Revenues –24.1% (source: financial statement audit report as of December 31, 2021)**
- **Final Grant Award Amount (Prorated): \$2,361,715**
 - Validated Maximum Award Amount: \$4,247,690
 - Requested Grant Award Amount on *Form 5886*: \$4,528,366

Requested grant payment amounts were validated using the qualified local unit's retirement pension actuarially determined contributions, OPEB benefit premium payment amounts, and total general fund operating revenues in the financial statement audit report available as of December 31, 2021, and used to calculate final grant award amount(s). Additional information on the award validation process can be found in the [MI Local Retirement Grant Frequently Asked Questions Document](#).

To complete the award distribution process, please complete the additional steps listed below:

1. The qualified local unit must complete a Grant Award Agreement for each retirement system that was elected to be allocated funds from the MI Local Retirement Grant program on the submitted *MI Local Retirement Grant: Award Election Form*, no later than September 13, 2024. A grant award agreement for all retirement systems not administered by the Municipal Employees Retirement System (MERS) has been included as an attachment to the email with the award letter.

- a. Retirement systems administered by the Municipal Employees Retirement System (MERS) that were elected to have award funds allocated will have the grant award agreement provided electronically for approval to the local government official that signed the application, as well as a designated representative of MERS.
- b. *Self-administered or single-employer retirement systems* should have the attached form(s) signed by all required parties and returned via email to Treasury-MIPensionGrant@michigan.gov.

Funds will be submitted for disbursement by September 30, 2024.

If you have any questions or require further assistance, please do not hesitate to contact the MI Local Retirement Grant team at Treasury-MIPensionGrant@michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Kevin A. Smith". The signature is fluid and cursive, with the first name "Kevin" being the most prominent.

Kevin A. Smith
Deputy Treasurer
State and Local Finance
Michigan Department of Treasury

Agreement for Payment of Grant Funds Pursuant to PA 119 of 2023, Section 990

This agreement between the City of Lansing ("Qualified Unit"), a Qualified Unit as defined by the Department of Treasury (Treasury) pursuant to 2023 PA 119, section 990(2), and fiduciary agent ("Fiduciary") of the General Employees Pension, a retirement system of the Qualified Unit, covers payment of a grant award under section 990 in the amount of \$2,361,715. from Treasury to Qualified Unit for deposit into the General Employees Pension.

Qualified Unit and Fiduciary agree that Treasury shall pay the grant award to Qualified Unit for deposit into the General Employees Pension. Both parties acknowledge that the funds paid pursuant to this agreement are the grant funds referred to in section 990 and are being paid to Qualified Unit for deposit into the General Employees Pension. Qualified unit acknowledges that it has no right, title or interest in the funds beyond that which the Michigan Legislature has granted pursuant to section 990.

This Agreement may not be assigned by either Party. The Agreement's terms shall be binding upon, and inure to the benefit of, the Parties and their heirs and successors. Those provisions necessary to achieve the purposes of this Agreement shall survive its termination or expiration. This Agreement may not be amended except in writing.

In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision of the agreement.

All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement.

City of Lansing

By: _____
Its [title of authorized official who signs]

[Name of Fiduciary]

On behalf of General Employees Pension

By: _____
[Title of authorized signatory]

Dated: _____

Resolution #2024-XXX

By the Committee on Ways and Means
Resolved by the City Council of the City of Lansing

WHEREAS, the City Council of the City of Lansing (the "City") deems it advisable and necessary to improve the funding status of the City of Lansing Employees' Retirement System (the "System"); and

WHEREAS, the Michigan Department of Treasury (Treasury) was appropriated \$35 million to establish and operate a grant program that provides the most substantial relief to local units of government that experience the greatest burden from qualified pension and retirement health benefit systems on their annual budget and revenues; and

WHEREAS, grant awards were calculated using the sum of the qualified pension system(s) actuarially determined contributions (ADC) and retirement health care system benefit premium payment amounts, as reported to Treasury as of December 31, 2021, pursuant to Public Act 202 of 2017, MCL 38.2804 and MCL 38.2505; and

WHEREAS, Treasury has reviewed the City's grant application submission and approved the grant application in the amount of \$2,361,715 for the General Employee's Retirement System.

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves acceptance of the MI Local Retirement Grant for the purpose of funding the General Employees' Retirement System.

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for administration in accordance with the requirements of the grantor.



**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: September 30, 2024
To: Committee on Ways & Means
From: Charles H Randall, Internal Auditor
Subject: Grant Acceptance: Institute for Responsive Government Election
Administration Grant (PEND-3819)

Overview

- Department: Lansing City Clerk's Office
- Grant Name: Election Administration Grant
- Grantor: Institute for Responsive Government (IRG) a 501(c)(3)
- City Contact: Robin Stites
- Application Date: September 7, 2024
- Award Date: September 19, 2024
- Grant Cycle: June 2, 2024 to May 31, 2025
- Grant Amount: \$60,000
- City Match: NONE
- Source of City Match: N/A

Notes:

- One-time grant to assist in election administration.
- Notified of grant acceptance on September 19, 2024.
- City intended use is for election equipment to administer the upcoming Presidential Election which includes mobile workstations, computers, bar code scanners, and election equipment vendor support.
- Obligated to report grant usage to IRG before June 30, 2025



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 9/23/24

GRANT NAME: 2024 Institute for Responsive Government Election Administration Grant

DEPARTMENT: City Clerk

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Chris Swope 517-483-4130

APPLICATION DATE 9/7/2024

AWARD DATE (S): 9/19/2024

GRANT CYCLE: None

Check One: Annual ☒ One-Time

FUND AMOUNT: \$60,000

(Breakdown below should total this amount)

GOODS & SERVICES	\$60,000
PERSONNEL	\$0
CONSTRUCTION	\$0
LAND	\$0
OTHER (Training)	

CITY MATCH (IF APPLICABLE): \$0

GRANT PAYS FOR:

Election equipment to administer the upcoming Presidential Election which includes mobile workstations, computers, bar code scanners, and election equipment vendor support.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The grant funds must be used exclusively for the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration in Lansing City, Michigan. Examples of uses that fall within this public purpose include expenditures for the key human, physical, and technological assets that the U.S. Department of Homeland Security has identified as necessary to conduct elections.

Application Summary

Please review the application summary below. To make a change, use the "Back" button at the bottom of this page.

Office Information

Office: Lansing City Clerk, Ingham County

State: Michigan

Jurisdiction: Lansing city, MI

Office Website: <https://www.lansingmi.gov/185/City-Clerk>

Physical Address: 124 W. Michigan Ave., 9th Floor City Clerk's Office, Lansing, MI 48933

Mailing Address: The office mailing address is the same as the physical address above

How many active registered voters does your jurisdiction have as of June 2024?: 78000

Approximately how many full time staff (or equivalent) do you have on your election team?: 7

Jurisdiction's total one-year budget allocated to elections for the fiscal year that includes June 2024?:
1780655

Please upload a copy of your elections budget for the fiscal year that includes June 2024. [Clerk 2024.pdf](#)

Applicant Information

Applicant Name: Robin Stites

Applicant Job Title: Election Supervisor

Applicant Email: robin.stites@lansingmi.gov

Share a link to an official government page that contains your bio or lists you in a staff directory:

<https://www.lansingmi.gov/218/Elections>

Phone Number - Desk: 5174836020

Phone Number - Work Mobile: 5178973441

Grant Information

Amount Requested: \$60,000.00

Human Expenses: Temporary/Seasonal Support Positions

Physical Expenses: Administrative Facilities

Technological Expenses: Public Information Systems

Other Expenses: Outreach to Promote Early Voting and Voter Registration

Briefly describe how you anticipate using the grant funds: We would use the funds to develop and implement a marketing/outreach plan to educate the public on all their voting options and voter registration. Also, to hire temporary staff for outreach events to promote voting options, including early

voting which is fairly new in Michigan. Lastly, to upgrade our election office for added accessibility.
Title of Individual Signatory Authorized to Sign a Grant Agreement: Mayor
Name of Individual Signatory (if applicable): Andy Schor

Optional Questions

Why are you seeking this additional source of funding? Our current budget is sufficient, so we'll use this grant to go above-and-beyond.
In the context of your annual elections budget, what impact will this funding have on your election operations? A moderate impact

A More Responsive Government 2024 Grant Program

Update (September 11, 2024): Due to high demand from local election offices, the Institute for Responsive Government’s nonpartisan A More Responsive Government 2024 Grant Program **has exhausted the \$6 million dollars currently available for grantmaking.**

Although the Institute for Responsive Government cannot guarantee that additional grantmaking funds will become available, **we encourage you to submit an application below to join our waitlist as soon as possible.**

If additional funding becomes available for jurisdictions on our waitlist, applications will be considered based on the time the application was submitted. We will contact jurisdictions on the waitlist as soon as possible should funding become available.

Far too often, local election offices are severely underfunded. Yet year after year, our federal government has failed to provide the consistent, adequate funding required to keep our democracy running smoothly and securely. You can learn more about ongoing efforts to secure adequate federal funding of election administration here: ModernizeOurElections.org

Thank you for your interest in the Institute for Responsive Government’s nonpartisan A More Responsive Government 2024 Grant Program! After submitting this information, Responsive Gov may ask for additional public, non-confidential information to help determine your jurisdiction’s eligibility for a grant. We will never ask you for non-public information about your voters or election operations. Responsive Gov reserves the right to verify any information you provide with third party sources. By submitting this application, you consent to the collection of the information you submit, which may be used for the purposes described in [Responsive Gov’s Privacy Policy](#). You also represent that you are authorized to do so on behalf of your election office.

Jurisdiction Selection and Grant Eligibility

Responsive Gov has provided prepopulated information regarding eligibility as a convenience. Nothing in this application is intended to reflect a legal determination or legal advice. We encourage you to check independently with your state, county, or city attorney to verify whether your office can apply for and/or receive or use grant funds under applicable law.

Select your state

Michigan

Select your state

Michigan

Which election office in Michigan?

Municipality-level election office , Lansing city (Ingham County) , Clerk

⚠ We are prioritizing funding for municipal election offices in Michigan at this time, but we invite you to complete the grant application now. If additional funds become available, we’ll consider your application.

If you have questions, please email grants@responsivegov.org.

0 municipalities listed

(<-- delete)

Municipalities <-- delete

0

⚠ We're unable to determine your office's eligibility to apply for this grant program at this time, but we invite you to complete the grant application. We'll review the information you provide. If we determine your office is eligible to apply for the grant program, we'll consider your application. If we determine your office is ineligible to apply for the grant program, we'll contact your office and let you know.

If you have questions, please email us at grants@responsivegov.org.

✔ Lansing City Clerk, Ingham County, MI is eligible to apply for this grant program.

This application is eligible to apply for up to \$60,000. More information about the funding formula is available [here](#).

✔ Lansing City Clerk, Ingham County, MI is eligible to apply for this grant program.

We will calculate grant amount for this application, and we will get back to you with the total. More information about the funding formula is available [here](#).

✗ Your office is ineligible to apply for this grant program.

insert copy here, adjust colors

🚫 Jurisdictions in Michigan are ineligible to apply for for this grant program because Michigan did not receive an A+ in 2023 or an A in 2021-2022 on Responsive Gov's Election Policy Progress Reports Scorecard.

Development Fields

Amount Info Display

Show

Office Internal Name

Municipality-level election office , Lansing city (Ingham County) , Clerk

Office Internal Name + Office State

Municipality-level election office , Lansing city (Ingham County) , Clerk , Michigan

Local Election Office	Lansing City Clerk, Ingham County, MI
Local Election Office - No State	Lansing City Clerk, Ingham County
Predetermined 2024 Grant Maximum	60000
Formatted Maximum Amount	\$60,000
Jurisdictions Formatted	Lansing city, MI
Jurisdictions Formatted Without State	Lansing city
Jurisdiction vs State reconcile	Lansing city, MI
Grant Program ID	IRG1

Office Information

This application is for Lansing City Clerk, Ingham County in Lansing city, MI.

What is your office website? <https://www.lansingmi.gov/185/City-Clerk>

Office Physical Address *

Physical Address Line 1 124 W. Michigan Ave., 9th Floor

Physical Address Line 2 City Clerk's Office

Physical City Lansing

Physical State MI

Physical Zip 48933

Mailing Address Display [HIDE] The office mailing address is the same as the physical address above

Office Mailing Address The office mailing address is the same as the physical address above

How many active registered voters does your jurisdiction have as of June 2024? 78000

Approximately how many full time staff (or equivalent) do you have on your election team? 7

What is your jurisdiction's total one-year budget allocated to elections for the fiscal year that includes June 2024? 1780655

Please upload a copy of your elections budget for the fiscal year that includes June 2024.

 Clerk 2024.pdf

Applicant Information

Provide information on the individual applying on behalf of Lansing City Clerk, Ingham County, MI.

Who is completing the grant application?	Robin Stites
What is your job title?	Election Supervisor
What is the email you use for work?	robin.stites@lansingmi.gov
Share a link to an official government page that contains your bio or lists you in a staff directory	https://www.lansingmi.gov/218/Elections

What number can we reach you at during business hours?

Desk	5174836020
Work mobile	5178973441

Grant Information

Eligible election offices can use the funds to cover expenses incurred between June 1, 2024 and May 31, 2025 for the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration. [Examples of uses](#) that fall within this public purpose include expenditures for the key human, physical, and technological assets that the U.S. Department of Homeland Security has concluded are necessary to conduct elections.

This application is eligible for up to \$60,000. More information about the funding formula is available [here](#).

Requested Amount	60000
Formatted Requested Amount	\$60,000.00
Amount Selection	Yes, I am applying for the maximum amount

Enter Requested Amount1000

You are applying for \$60,000.00 in funding through this grant program.

⚠ The amount entered exceeds the amount your jurisdiction is eligible to apply for.

Please enter an amount less than or equal to \$60,000.

Intended Use of Grant Funds

Grant funds must be used exclusively for the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration. Please indicate your intended use(s) of grant funds. Select all that apply.

Your answer to this question does not affect the amount of grant funds you are eligible for. Instead, you are eligible for a set amount of grant funds based upon your jurisdiction’s citizen voting age population.

Grant funds may be used for any nonpartisan purpose that falls under the categories listed below. If you receive a grant and your office later decides to allocate those grant funds towards a different category of permissible expenditures, there is no need to inform, update, or seek the input or approval of Responsive Gov before doing so, as long as those new expenditures are consistent with the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration.

- Expenses - Human - Checked✓
- Expenses - Physical - Checked✓
- Expenses - Tech - Checked✓

Human – Personnel with specialized training, certification, knowledge, skills, authorities, or roles whose absence could cause undesirable consequences or hamper election security.

✓ Human Expenses

Temporary/Seasonal Support Positions

Physical – Equipment and materials*, facilities, and records that support or provide protection. **includes basic election administration supplies like pens, postage, stickers, paper, envelopes*

✓ Physical Expenses

Administrative Facilities

Technological – Hardware and software components critical to supporting election, including computers, servers, databases, and other IT systems and assets used to fulfill one of the following functions:

✓ Technological Expenses

Public Information Systems

Other Expenses – If you believe that your intended use of grant funds is not listed among the above examples, but nevertheless falls within the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration, please describe the expense below.

⚠ Incomplete information.

Select at least one category on how you intend to use grant funds.

Briefly describe how you anticipate using the grant funds.

We would use the funds to develop and implement a marketing/outreach plan to educate the public on all their voting options and voter registration. Also, to hire temporary staff for outreach events to promote voting options, including early voting which is fairly new in Michigan. Lastly, to upgrade our election office for added accessibility.

Provide the full name and title of the government official authorized to sign a grant agreement, if awarded. This is who the grant agreement will be addressed to. The signatory could be, for example, the head of the election department or chair of the board of elections, the city or county attorney, the mayor or county executive, or chair of the county commission. There may be multiple officials who could fill this role, in which case we encourage you to select one who can be available to sign the agreement quickly.

Title of Individual Signatory

Authorized to Sign a Grant Agreement

Mayor

Name of Individual Signatory (if applicable)

Andy Schor

Optional questions

Why are you seeking this additional source of funding? Select all that apply.

Our current budget is sufficient, so we'll use this grant to go above-and-beyond.

In the context of your annual elections budget, what impact will this funding have on your election operations?

A moderate impact

Amount Title Display Switcher

Amount Requested

Amount Display Switcher

\$60,000.00

If additional funding becomes available, would you like to be notified that you could receive additional grant funds?

Yes

I understand that I will be emailed a copy of this application for my records. *

I certify that I am permitted to submit this grant application on behalf of Lansing City Clerk, Ingham County in Lansing city, MI. *

Your Initials

RS

Reference Number

54589

IRG1-54589

Thursday, September 19, 2024

Lansing City, Michigan

Dear Mayor Andy Schor,

I'm pleased to inform you that the Institute for Responsive Government ("Responsive Gov"), a nonpartisan, nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award the **Lansing City Clerk's Office** ("Grantee") a grant to support its nonpartisan work planning and operationalizing secure, efficient, and accessible election administration. We based this decision on the information and materials provided in the **Lansing City Clerk's Office** Grant Application ("Application"), which is incorporated into this Grant Agreement as an Appendix. A copy of the Application has been provided simultaneously with this Grant Agreement for your records.

The following is a description of the grant:

- **Amount of Grant: \$60,000**
- **Public Purpose:** The grant funds must be used exclusively for the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration in **Lansing City, Michigan**. Examples of uses that fall within this public purpose include expenditures for the key human, physical, and technological assets that the U.S. Department of Homeland Security has identified as necessary to conduct elections.*

Before Responsive Gov transmits these grant funds, an authorized representative of the **Lansing City Clerk's Office** must sign this agreement ("Grant Agreement"). By signing the Grant Agreement, the **Lansing City Clerk's Office** agrees to comply with all **United States, Michigan, and Lansing City** laws and regulations, including but not limited to those relating to taxes, gifts, and private funding of elections ("Applicable Laws"), when accepting and using the grant funds. Grantee also agrees to accept and use the funds subject to the terms and conditions below.

By signing this Grant Agreement, you agree and certify the following:

1. The **Lansing City Clerk's Office** is a U.S., state, or local government unit or political subdivision within the meaning of IRC section 170(c)(1). This grant shall be used only for the Public Purpose described above and for no other purposes.
2. The **Lansing City Clerk's Office** is authorized to receive this grant from Responsive Gov, receipt of the grant does not violate any Applicable Laws, and Grantee represents that it has taken all steps, including necessary approvals, required to apply for, accept, and utilize the grant for the Public Purpose set forth above and in the Proposal.
3. Grantee has submitted an Application, which (among other things) sets forth the intended use of grant funds. That Application is incorporated into this Grant Agreement as an Appendix. Grantee shall commence expending this grant for the purposes identified in its Application upon receipt and may use the grant funds for such purposes until May 31, 2025. If Grantee needs to reallocate grant funds between the purposes identified in the Application, Grantee is permitted to do so without any notice to Responsive Gov so long as those purposes are consistent with the Public Purpose described above.
4. If Grantee uses any part of this grant to fund another organization, it will take reasonable steps to

ensure that any grant funds are used consistently with the Public Purpose of this grant and all of the terms and conditions of this Grant Agreement. Grantee further agrees that the grant funds may not be used: (1) to participate in, intervene in, or carry on, directly or indirectly (including the publishing or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office or public referendum; (2) to engage in any effort to induce or encourage violations of law or public policy; (3) to cause any private inurement or improper private benefit to occur; or (4) for any purpose inconsistent with IRC Section 170(c)(2)(B), which relates to charitable, educational, scientific, religious, or literary purposes.

5. The **Lansing City Clerk's Office** shall not share with Responsive Gov—and Responsive Gov will never ask for—non-public or confidential information about your jurisdiction's voters or voting systems.

6. Grantee shall produce a report documenting how this grant has been expended to support its public purpose described above. This report shall be provided to Responsive Gov by June 30, 2025.

7. The purpose of the grant is to supplement the funds available to the **Lansing City Clerk's Office** and not to substitute for previously budgeted funds that would otherwise be provided to Grantee by **Lansing City, Michigan** but for the grant. You represent and warrant to the best of your knowledge that **Lansing City, Michigan** does not intend to reduce the **Lansing City Clerk's** budget or fail to appropriate or provide previously budgeted funds to the **Lansing City Clerk's Office** because it has received this grant.

8. Responsive Gov may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met, (b) any of the representations or certifications by Grantee are inaccurate, or (c) Responsive Gov must do so to comply with Applicable Laws.

9. The grant term shall be June 1, 2024, through May 31, 2025, and is the period during which covered costs may be applied to this Grant. To request an extension of the grant term, Grantee must provide a written request, including a new requested end date, to Responsive Gov before the end date of the grant term. Grantee must receive an amendment to the Grant Agreement to expend funds beyond the grant term.

10. Beyond the rights and obligations specifically set forth in the Grant Application and this Grant Agreement, Responsive Gov claims no legal right to control or otherwise influence the Grantee's use of any funds provided pursuant to this Grant Agreement. Responsive Gov has no role or involvement in the operation or administration of elections conducted by **Lansing City Clerk** as a result of this Grant Agreement, independent of the provision of the grant itself. Furthermore, it is expressly understood that by making this grant, Responsive Gov neither has or incurs any obligation to provide additional funding to the Grantee.

Please indicate that you accept and agree to these terms and conditions by having an authorized representative of your election jurisdiction sign and certify below. Please return a scanned copy of the signed letter via the link in your email at your earliest convenience. If needed, you may also return it via email at grants@responsivegov.org.

Sincerely,



Sam Oliker-Friedland
Executive Director
Institute for Responsive Government

By signing this Grant Agreement, I certify that I am authorized to bind the Lansing City Clerk's Office to the terms and conditions of the Grant Agreement and that the Lansing City Clerk's shall fully comply with the Grant Agreement including all restrictions on the use of funds.

Accepted on behalf of Lansing City Clerk

By: _____

Title: _____

Date: _____

APPENDIX: Lansing City, Michigan *A More Responsive Government 2024 Grant Program* Grant Application
Submitted to the Institute for Responsive Government

* See U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency, 2020
Election Infrastructure Subsector-Specific Plan, at 3-4 (2020), *available at*
https://www.cisa.gov/sites/default/files/publications/election_infrastructure_subsector_specific_plan.pdf
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BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, pursuant to Section 1050c(15) of Public Act 121 of 2024, the City of Lansing as an eligible city is to be awarded an 2024 Institute for Responsive Government Election Administration Grant that support the administration of election activities in the amount of \$60,000; and

WHEREAS, the grant is to support the administration of elections activities including, but not limited to the storage of elections equipment, secure spaces for tabulation or processing of ballots, and training of elections workers.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby authorizes the administration to accept the proposed grant, subject to the terms of the grant agreement.

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds, and to execute any necessary agreements upon approval as to form by the City Attorney.