

AGENDA

Committee of the Whole AGENDA FOR MAY 13, 2024 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.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Garza, Chairperson

Council Member Hussain, Vice Chairperson

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. May 6, 2024
 - B. May 8, 2024
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Presentations:**
 - C. Department Budget Presentations:
 - Mayor and Community Media
 - City Clerk
 - D. General Fund Status Report; Fiscal Year 2023-2024 Third Quarter
6. **Discussion/Action:**
 - E. DISCUSSION - Fiscal Year 2024/2025 Budget Policies
 - F. DISCUSSION - Budget Review and Wrap Up
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 6, 2024 @ 5:00 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER

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

PRESENT

Councilmember Peter Spadafore
Councilmember Adam Hussain
Councilmember Tamera Carter
Councilmember Trini Pehlivanoglu
Councilmember Jeffrey Brown
Councilmember Ryan Kost
Councilmember Jeremy Garza
Councilmember Brian T. Jackson

OTHERS PRESENT

Sherrie Boak, Council Staff
Lisa Hagen-Lawrence, OCA
Greg Venker, OCA
Mark Lawrence, Mayor's Office
Jake Brower, Chief Strategy Officer and Acting Budget Director
Jackson Mills, Budget Analyst
Chief Sosebee, LPD Chief
Chief Backus, LPD Deputy Chief
Cathleen Edgerly, DLI
Jennifer Czeiszperger, Assessor
Sharon Frischman, Assessor
Tristan Wright, LEPFA
Karl Dorshimer, LEDC
Kris Klein, LEDC
Jim DeLine, Interim Internal Auditor
Cheryl Rupperecht, LPD Budget Director
Brandy Standler - LEDC

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM APRIL 15, 2024, AS PRESENTED. MOTION CARRIED 8-0.

Public Comment

No public comment.

Presentation

Department Budget Presentations

Police

Chief Sosebee went through the budget questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
There was a difference of \$4,464,507 resulting due to increase on fleet, parking, rental and fringe benefits.
- Are there any changes in services that your department is responsible for and if so, why?
No
- Are there any rate or fee increases and if so, why?
No
- Are there any major equipment purchases proposed in your budget?
No
- Are there any eliminating, combining or contracting of positions in your budget, and if so, provide specifics.
No
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes, all efforts will continue.
- Are there any new initiatives or services your department will be providing with this budget?
L-CAP – new project.
- Who are the top 2 largest vendors for your department and when were they last bid?
Share vendors with other departments, and theirs is AXON – the camera's, body camera's and that bid was two years ago into an 8 year contract. They also share vendor for fleet purchases.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
One change is record management, digitizing records – in process. The long-term savings are projected but not accurate until complete. The L-CAP initiative is a resource.

Council Member Jackson asked for details on L-CAP for where traditional law enforcement is not necessary. Chief Sosebee is a police officer, social worker and paramedic that is proactive and reactive. It is dispatched, not in uniform and there are currently three. In the last month there were 29 calls, services 34 citizens in some sort of crisis.

Mr. DeLine noted the mayor presentation and 15 officers with proposed public safety revenue sharing and if it was approved, and Chief Sosebee stated it has not at this time.

Council Member Kost asked about CPO is being expanded into all neighborhoods, and Chief Sosebee stated they are working on that and working hard to get all positions filled.

Council President Garza asked about 15 officers, and if those are out of the academy. Chief Sosebee stated last academy there were 15 and today there were 6 sworn in today. Council President Garza asked how many officers in the budget and current; 212 and currently have 198.

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Council Member Brown asked about if when getting new officers are current officers promoted. Chief Sosebee stated there are two detective positions, and those will remain open until he is comfortable filling those promotions.

Council Member Jackson noted the difference between funded and actual officers, and asked if that difference has ever been under 10. Chief Sosebee stated in the last 4-5 years it has been around 10. The recent 15 and 6 are not counted in the total number until they have completed their training.

Downtown Lansing Inc.

Ms. Edgerly went through the questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
Reduced by \$2 million due to expending State, CDBG and ARPA funds.
- Are there any changes in services that your department is responsible for and if so, why?
No
- Are there any rate or fee increases and if so, why?
Assessment increase in this current fiscal year.
- Are there any major equipment purchases proposed in your budget?
No
- Are there any eliminating, combining or contracting of positions in your budget, and if so, provide specifics.
No.
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes, due to State funding and private investors.
- Are there any new initiatives or services your department will be providing with this budget?
New tenant improvement program being introduced this year. With MEDC funding they are offering small business training.
- Who are the top 2 largest vendors for your department and when were they last bid?
Lakestate -Landscaping; bid every 3-5 years, and in currently bidding.
Smith Group – awarded in 2022 for comprehensive analysis.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
Implemented a new project management system to increase efficiency, business recruitment and grant management. Implement over last two months and will evaluate over the year.

Council Member Kost noted double in beautification, and asked what those things are. Ms. Edgerly stated that is the increase in income for cleanliness of public spaces. Council Member Kost asked if there are any new beautifications planned for this year. Ms. Edgerly stated with the CSO along Washington square they anticipate changes.

Assessing

Ms. Czeiszperger and Ms. Frischman went through the list of questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
Inflation, staff and supplies.

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- Are there any changes in services that your department is responsible for and if so, why?
No
- Are there any rate or fee increases and if so, why?
Does not apply.
- Are there any major equipment purchases proposed in your budget?
Does not apply.
- Are there any eliminating, combining or contracting of positions in your budget, and if so, provide specifics.
Do have contract employees, but temporary to fill gaps while hiring FTE.
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes
- Are there any new initiatives or services your department will be providing with this budget?
Nothing
- Who are the top 2 largest vendors for your department and when were they last bid?
KCI – mailing services, and Krejci – data supplier. It is half the cost of the former data supplier.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
Nothing specific, but always looking.

Council Member Spadafore referenced the difference between 2023 – 2025 and was that reduction in staff. Ms. Frischman stated they have not officially eliminated but have been understaffed. There have been 2 admins for a couple years, and those tasks have been combined, do they will probably not fill the 3rd administrative position.

Council President Garza noted that assessing opted out of 311. Ms. Frischman explained that the staff has been answering phones, and under PAA 360 that anyone answering assessing questions has to be trained and certified. 311 would write up a ticket, but assessing has technical and complicated questions, it seems more work and less tax payer friendly for 311 to have it. IT has been going well with no 311 assistances.

Council Member Jackson asked if any of their calls are not assessing, that maybe 311 could have redirected. Ms. Frishman acknowledged they always get other department calls. They forward or an email if that situation occurs.

LEPFA

Ms. Wright presented and answered questions and introduced Kirby Doidge the Finance Director.

- What is the difference with your budget from current fiscal year to the proposed budget?
Ms. Wright noted the LC contribution was reduced by 38%, Groesbeck reduced by 19% and Jackson Field reduced by 6%. The building rental and food and beverage have been increased to address the reduction from the city.
- Are there any changes in services that your department is responsible for and if so, why?
No
- Are there any rate or fee increases and if so, why?

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Did increase at Groesbeck from 4-11%, depending on carts, green fees, rentals, etc. 9 holes or 18 holes, and week day or weekend. The fleet of carts was also increased. The fees are comparable to similar courses.

- Are there any major equipment purchases proposed in your budget?
No major equipment purchases. Major projects fall out of their operating budget. Groesbeck has a budget positive so they are looking to reinvesting. At Jackson Field based on the MLB requirement there will be a new turf field, screens, HVAC.
- Are there any eliminating, combining or contracting of positions in your budget, and if so, provide specifics.
No, but there are turf consultants for Jackson Field and Groesbeck. There are contractual for temporary seasonal staff.
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes
- Are there any new initiatives or services your department will be providing with this budget?
Frequently review pricing on services, naming rights, rentals.
- Who are the top 2 largest vendors for your department and when were they last bid?
Gordon Foods is top vendor- not bid but top vendor. Chase creative – preferred customer vendor, but if a vendor wants to bring in their own they can for their audio visual.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
Changed credit card processing fees, and estimate \$5,000 a month savings. Turning accounts into interest bearing account and with lighting changes at Jackson Field they are saving \$30,000 a year in savings.

Mr. DeLine asked about the reimbursement items. (page 90-92 in the budget book). Mr. Brower came from discussions with working with LEPFA on budgeted vs. actual expenditures. Mr. DeLine stated no other department reflect this, and Mr. Brower stated they only do it in the vacancy factor. Since that time LEPFA might have come up with a precise allocation.

Council Member Brown asked in general what their barriers are for the properties. Ms. Wright stated it depends on customer spending, dynamics of the Lansing Center dependent on a form of funding mechanism. Council Member Brown asked if there is an internal team to research how to create revenue in this market. Ms. Wright stated they work closely with Choose Lansing that help in marketing and bookings. Council Member Brown asked with the grant, what is it used. Ms. Wright stated it is for the life fire system allowing it to work with 911 directly, elevator repair work, etc.

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

Ms. Wright also outlined the repairs at the Lansing Center.

Council Member Kost asked about the end net position for each fund, and asked what those numbers are. Mr. Doidge stated \$3,506,364- Lansing Center; \$484,665- Jackson Field; \$1,205,845 – Groesbeck Golf Course. Council Member Kost asked about why they want the subsidy when there are funds in the bank. Ms. Wright acknowledged that LEPFA is looking to reinvest into the golf course specifically the irrigation.

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Council Member Kost asked what would happen at the golf course if the subsidy was cut. Mr. Wright stated they would do no repairs. The current funds are earmarked for irrigation that needs to be done, club house upgrades and the master plan.

Council Member Spadafore returned to the meeting at 5:41 p.m.

Council Member Jackson referred to the Lansing Center budget comparison to last years actuals. Noting all the revenues are lower then the proposed 2025, but they are looking at expenditures; specifically where security is now \$226,000 but in the past it was \$26,000. Mr. Doidge stated previously security was with events, was pulled out because it is 24 hour security. Council Member Jackson asked why the marketing was half. Mr. Doidge state that the Silver Bells event used to be in the Lansing Center budget, but now that is in its own special events budget. Council Member Jackson asked why the personnel and food expenses have not gone up with all the new bookings. Mr. Doidge stated in the past it included staffing, that is now lower staffing and temp services to bridge the gap. They did anticipated higher food costs, but never saw that. With the subsidy being cut they are not doing larger projects at the Lansing Center. During the budgeting they project what the future looks like, hoping to get \$1 million but will not know that until it happens. In December when budget is created, they have to project without the bookings.

Council Member Kost referenced the comparison to the last 15 years and the subsidy to LEPFA. The goal when it was created was to level out, and not the City and LEPFA still are not there. The subsidy didn't grow this year, but it has been. He then asked for a long-term strategy to get off the City subsidy. Ms. Wright confirmed the long term goal is to reduce, and there are State Legislative Bills out there right now that would allow for hotel/motel tax earmarked towards similar Lansing Center venues. They all hope to reduce rental cost, market more rentals at Lansing Center, naming rights for the Lansing Center, generating events that they may not have had in the past.

Council Member Garza asked about the MLB standards and deadlines. Ms. Wright stated they have met the deadline to renovate locker rooms, and the second extension of batting tunnel. They now have to meet the field turf by 2025 season. Turf is to be replaced in the fall season and they are hoping for fall 2024. They will also install the safety net extensions. Council Member Garza then asked how reducing the subsidy would affect the day to day operations and Ms. Wright assured them that at this moment they are running strong.

Council Member Spadafore asked Mr. Venker if the Lansing Center, Groesbeck golf course and the Jackson Field are park land. Mr. Venker stated they are not. Council Member Spadafore then asked Mr. Venker if it would require a vote of the citizens to sell those properties. Mr. Venker stated he would have to get back to Council on that. Council Member Spadafore asked the OCA to look into what the process would be since there appears to be a concern with the subsidy. Mr. Brower stated that the fund Groesbeck through the parks millage. Council Member Hussain asked what the debt services is at the Lansing Center, and Mr. Doidge stated they cannot carry any debt. Mr. Brower stated that is paid through the GF debt service and can provide a spreadsheet on that to Council, he then corrected him self stating it is the stadium that has the debt service not the Lansing Center.

LEDG

Mr. Dorshimer and Mr. Klein went through the questions.

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- What is the difference with your budget from current fiscal year to the proposed budget?
Little change, just operational expenses close to the current fiscal year, but have reduced office expenses.
- Are there any changes in services that your department is responsible for and if so why?
No
- Are there any rate or fee increases and if so why?
No, however periodically review the total cost of services they provide. If necessary they will raise fees as costs increase.
- Are there any major equipment purchases proposed in your budget?
No
- Are there any eliminating, combining or contracting of positions in your budget, and if so provide specifics.
No
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes
- Are there any new initiatives or services your department will be providing with this budget?
Yes, Lansing Equitable Initiative; Strategic Site Readiness Grant for former GM site.
- Who are the top 2 largest vendors for your department and when were they last bid?
(tape)
DBI – for new office space.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
Reorganization has allowed them to assess operations, rebranding, strategic planning processes, etc. Not a savings but provide efficiencies.

Mr. DeLine referred to the packet and asked what their role in in the Street Corridor authorities. Mr. Klein stated as part of the LEDC contract they staff and manager those Authority Boards. Mr. DeLine then referred to budget page 102-103 where it showed revenues for the Saginaw Street Corridor Authority and Michigan Avenue, but no expenses. Mr. Klein confirmed they received funds from ARPA in the amount of \$100,000 each and they have gone through that but they are not defined in the budget. Regarding Michigan Avenue they have done website design, façade improvements, and Saginaw Street has done marketing.

Council Member Hussain stepped away from the meeting at 6:03 p.m.

Mr. Klein continued by stating they are also doing placemaking in those corridors and some of the expenses for that are coming from those ARPA funds. Mr. DeLine asked for an estimate, and Mr. Klein was not able to provide that or a date when he would have it, but stated they hoped to have a spending plan by the end of the fiscal year.

Council Member Kost asked if there are plans west of the 2000 block of Michigan Avenue for the façade improvements because that has more blight. Mr. Klein could not speak to that, but stated it is a board decision and Council can speak to them.

Council Member Hussain returned to the meeting at 6:05 p.m.

Council Member Kost asked what happens for those businesses that have already done their facades, and Mr. Klein stated they can apply to be reimbursed.

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City Council and Internal Auditor

Council President Garza stated the Council costs were cut by \$50,000 in miscellaneous. There are no changes to the Internal Auditor budget. He then introduced the interim auditor, Jim DeLine and the posting to fill the position is scheduled to go out Tuesday with having it filled at the start of the fiscal year.

DISCUSSION/ACTION:

RESOLUTION – Multiple Reappointments

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR REAPPOINTMENTS.

Council Member Hussain noted the CATA language on the resolution, which he has not seen before, asking why not using the articles and by laws.

Mr. Venker originally the resolution stated June, and when looking at articles and by laws and they do not have specific dates. Annual meeting is in September, and after that meeting the terms begin. Mayor appoints, council approves, they serve the term of the by laws. OCA made the change.

MOTION CARRIED 8-0.

DISCUSSION– Budget Policies FY Budget 2024/2025

Council President Garza encouraged all Council Members to review the document and forward any recommendations to Council staff by Thursday, May 9th so they can be compiled into the resolution for consideration at the next meeting.

RESOLUTION – Appointment: Gregory S. Venker as City Attorney

MOTION BY COUNCIL MEMBER HUSSAIN TO REMOVE THE RESOLUTION FROM THE TABLE. MOTION CARRIED 8-0.

Council Member Jackson noted his concern with the position under the Charter. He added that the OCA currently, according to the Charter, serves Council and administration, and sometimes there are different interests, and sometime competing interests, and wondered if there is an underlying side. He concluded by speaking hopeful that the Charter Commission will be considered.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION TO APPROVE THE APPOINTMENT OF GREG VENKER TO CITY ATTORNEY.

Council Member Brown asked the Administration to explain the statement in the resolution about the required 16 hours of management needed and they are asking it to be waived. Mr. Lawrence was not able to explain it and deferred to Mr. Venker. Mr. Venker stated he never took the classes while in school not knowing he would need them for this type of position. In his experience this requirement is waived all the time, and Council has a provision where they can waive the requirement. The resolution was written that way.

MOTION CARRIED 8-0.

OTHER

CLOSED SESSION

MOTION BY COUNCIL MEMBER HUSSAIN AT 6:16 P.M. Pursuant to MCL 15.268(1)(h), that City Council we recess into closed session to consult with the City Attorney to consider material exempt from discussion and disclosure by state statute. Specifically, to discuss

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written material from the City Attorney provided under attorney-client privilege and attorney work-product, and which is also exempt from disclosure under the Freedom of Information Act pursuant to MCL 15.243(1)(g)

ROLL CALL VOTE. MOTION CARRIED 8-0.

RECONVENE

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

Adjourn

The meeting adjourned at 6:36 p.m.

Respectfully Submitted by, Sherrie Boak, Recording Secretary,
Lansing City Council

Approved by the Committee

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MINUTES
Committee of the Whole
Wednesday, May 8 2024 @ 6:00 p.m.
Alfreda Schmidt Community Center, Sandy Allen Room

CALL TO ORDER

Council President Garza called the meeting to order at 6:01 p.m.

PRESENT

Councilmember Peter Spadafore
Councilmember Adam Hussain-excused
Councilmember Tamera Carter
Councilmember Trini Pehlivanoglu
Councilmember Jeffrey Brown- excused
Councilmember Ryan Kost
Councilmember Jeremy Garza
Councilmember Brian T. Jackson - excused

OTHERS PRESENT

Sherrie Boak, Council Staff
Greg Venker, OCA
Jim DeLine, Interim Internal Auditor
Jake Brower, Chief Strategy Officer and Acting Budget Director
Jackson Mills, Budget Analyst
Mike Lynn
Erica Lynn
Tristan Walters
Alexis Jones

Presentation

Fiscal Year 2024-2025 Proposed Budget

Mr. Brower summarized the proposed budget and outlined the budget book.

Public Comment

Mr. Walters asked for funding for stump grinding and moving mowing into the Parks Department directly instead of contracting. Also asked for consideration into more funding for grants for the neighborhoods.

Mr. Lynn asked Council to consider in the Budget Policies for funds outside the funds for Advance Peace and outside gun violence prevention resources. He encouraged all Council to

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attend to the Lansing 360 program meetings, and consider GF towards prevention or intervention.

Adjourn

The meeting adjourned at 6:13 p.m.

Respectfully Submitted by, Sherrie Boak, Recording Secretary,
Lansing City Council

Approved by the Committee



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

Date: May 13, 2024
To: Committee of the Whole
From: Jim DeLine, Interim Internal Auditor
Subject: Notes for Tonight's COW Budget Presentations

I have reviewed the information supplied by the administration for tonight's budget presentations and offer the following notes:

Mayor and Community Media

- In the line-item detail for next fiscal year, there is \$39,500 budgeted for "Temporary Help." What / Who is included in that?
- Where in the budget and in the organization chart are people working for the development of The Ovation? (Dominic Cochran and Emily Linden)
- Community Media – Your "Temporary Help" line went from \$44,000 to zero. With a new full time staff person, will these really completely go away?
- Your "Insurance and Bonds" expense more than doubled. Is that just a figure you get from Finance? Did they offer any explanation?

City Clerk

- For fiscal year 2025, your Miscellaneous Operating line item is \$200,000 in both this fiscal year and next even though it is a presidential election year. What about your work with the Charter Commission. What impact will that have on your office?
- Your budget has line items for both "Wages – Election Inspector" and "Temporary Help." If election workers are not temporary help, what is included there?

FY 2024/2025 Budget Hearing Schedule

Beginning in April 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

- CDBG Budget Plan Presentation and Setting of Public Hearing for April 15, 2024
- Mayor Presents Budget to City Council Per Charter 7-101

April 8, 2024, Monday @ 5 p.m. - Committee of the Whole Meeting-

- Budget-General Overview (Fees, Revenues, Fringe)
- Set Public Hearing for FY2024/2025 Budget for May 6, 2024
- Department Budget Presentations
 - Information Technology
 - Economic Development & Planning
 - Fire
 - City Council & Internal Auditor
 - City Attorney
 - Treasury Department
 - Finance Department

April 8, 2024, Monday CITY COUNCIL Meeting

- Resolution to Set the Public Hearing for FY2024/2025 Budget for May 6, 2024

April 15, 2024, Monday @ 5 p.m. - Committee of the Whole Meeting

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

April 15, 2024, Monday CITY COUNCIL Meeting

- Public Hearing -CDBG Budget

May 6, 2024, Monday @ 5 p.m.– Committee of the Whole Meeting

- CDBG Budget Action Plan Adoption
- Department Budget Presentations
 - Police
 - Downtown Lansing, Inc.
 - Assessing
 - LEPFA
 - LEDC

May 6, 2024, Monday CITY COUNCIL Meeting

- CDBG Budget Action Plan Adoption
- Public Hearing – FY2024/2025 Budget

May 8, 2024, Wednesday @ 6 p.m. Committee of the Whole Meeting

Neighborhood Meeting – Sandy Allen Room; Alfreda Schmidt Community Center

May 13, 2024, Monday @ 5 p.m. - Committee of the Whole Meeting

- Department Budget Presentations
 - Mayor and Community Media
 - City Clerk
- Union Representation
- Budget Review/Budget Wrap Up
- Budget Policies

May 20, 2024, @ 5 p.m. Committee of the Whole Meeting

- City of Lansing Budget Adoption
- Budget Policies Adoption

May, 20, 2024, Monday CITY COUNCIL Meeting

- City of Lansing Budget with Policies Adoption Per Charter 7-105

****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

FY2024/2025 Budget Department Presentations

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

- What is the difference with your budget from current fiscal year to the proposed budget?
- Are there any changes in services that your department is responsible for and if so why?
- Are there any rate or fee increases and if so why?
- Are there any major equipment purchases proposed in your budget?
- Are there any eliminating, combining or contracting of positions in your budget, and if so provide specifics.
- Are you able to perform all necessary departmental responsibilities with this budget?
- Are there any new initiatives or services your department will be providing with this budget?
- Who are the top 2 largest vendors for your department and when were they last bid?
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?

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

MAYOR'S OFFICE

CITY OF LANSING, MICHIGAN

Mayor Andy Schor

124 W. Michigan Avenue, 9th Floor, Lansing MI 48933 | lansing.mayor@lansingmi.gov | (517) 483-4141

MISSION

As Lansing's Chief Executive Officer, the Mayor's mission is to exercise supervision and coordination over the various Departments and agencies of City government, and ensure that the laws, ordinances and regulations of the City are enforced, and make proposals to the City Council for meeting the needs and addressing the problems of the City.

The Mayor's office also ensures good customer service and communication to residents, businesses, and visitors and works with residents and citizen groups to implement initiatives for city improvement. As the City's chief spokesman, the Mayor speaks to the media and residents on behalf of City government.

ACCOMPLISHMENTS AND INITIATIVES

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS AND HIGHLIGHTS.....

Last year, my administration worked hard with our partners at the State of Michigan to ensure Lansing to ensure a record amount of state funding. Many thanks to State Senators Sarah Anthony and Sam Singh, and State Representatives Emily Dievendorf, Kara Hope and Angela Witwer. They came together to provide record investment in our city with millions of dollars going to support projects that will make a real and lasting impact for generations to come.

FISCAL YEAR 2023-2024 INITIATIVES (ONGOING).....

In 2023, we announced plans for a new City Hall and also broke ground on the new Public Safety & District Court facility. This new complex will house the 54-A District Court, Police Department, Fire Department administration and training facility, temporary lock-up and a new fire station. Lansing residents overwhelmingly approved this project that will offer a more efficient delivery of emergency services and will be a crucial tool in attracting and retaining police and fire professionals to our city.

FISCAL YEAR 2024-2025 INITIATIVES (PROPOSED).....

Economic development and growth remains a top priority for every area of Lansing. I am proud of the work we are doing to attract businesses, new jobs, create housing for all income levels and grow Lansing with an eye to the future

MAYOR'S OFFICE

CITY OF LANSING, MICHIGAN

Mayor Andy Schor

124 W. Michigan Avenue, 9th Floor, Lansing MI 48933 | lansing.mayor@lansingmi.gov | (517) 483-4141

PROGRAMS AND SERVICES

Chief Executive Officer	Supervises and coordinates the various departments of City government as Lansing's Chief Executive Officer and provides that the laws, ordinances, and regulations of the City are enforced.
Enforcement and Policy Proposal	The Mayor is empowered under the City Charter to suppress disorder and enforce the laws of the State, and is charged with the duty to make proposals to the Council for meeting the needs and addressing the problems of the city.
Administration	Provide for the development and preparation of the budget, responses to audit reports, management of real property, reducing discrimination and promoting mutual understanding, annually reporting on affirmative action status, and citizen complaint investigation and response.
Public Inquiries	Mayor's staff responds to informational needs and concerns, citizen inquiries and complaints, and works with residents and citizen groups to implement city initiatives for city improvement.

MAYOR'S OFFICE

CITY OF LANSING, MICHIGAN

Mayor Andy Schor

124 W. Michigan Avenue, 9th Floor, Lansing MI 48933 | lansing.mayor@lansingmi.gov | (517) 483-4141

APPROPRIATION SUMMARY

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2025 Proposed Budget
<u>Department Appropriation</u>				
Personnel				
Active Personnel	1,083,212	822,320	822,320	778,230
Retirement/Fixed Benefits	419,215	487,259	487,259	256,279
Total Personnel	1,502,427	1,309,579	1,309,579	1,034,509
Operating				
Department Operating	131,425	33,226	122,200	127,400
City 311 Support	40,692	16,975	33,949	4,873
Employee Parking	-	-	-	10,500
Information Technology	77,593	43,645	87,289	94,220
City Equipment Rental	17,000	18,000	18,000	11,500
Insurance & Bonds	8,935	6,000	12,000	33,596
Total Operating	275,644	117,846	273,438	282,089
Total Expenditures	1,778,071	1,427,425	1,583,017	1,316,598

SUMMARY OF CHANGES

No significant operational changes are included with the Mayor's budget, maintaining personnel changes and efficiencies requested with the adoption of the FY 2024 budget.

UCA Fund	Fund Desc	App Desc	Div Desc	Budg Desc	Account	ORG KEY DESC	Object Long Description	FY23 Actuals	FY24 Adopted	FY24 Amended	FY25 Proposed
101	General Fund	Mayor's Office	Mayor's Office	Personnel	101.172300.702000.00000	MAYOR	SALARIES	\$ 856,593.38	\$ 589,860.00	\$ 589,860.00	\$ 605,440.00
101	General Fund	Mayor's Office	Mayor's Office	Personnel	101.172300.707000.00000	MAYOR	TEMPORARY HELP	\$ 44,762.86	\$ 88,000.00	\$ 88,000.00	\$ 39,500.00
101	General Fund	Mayor's Office	Mayor's Office	Personnel	101.172300.712000.00000	MAYOR	LONGEVITY	\$ 400.00	\$ 800.00	\$ 800.00	\$ 800.00
101	General Fund	Mayor's Office	Mayor's Office	Personnel	101.172300.715400.00000	MAYOR	PAYROLL FRINGES	\$ 181,456.21	\$ 143,660.00	\$ 143,660.00	\$ 132,490.00
101	General Fund	Mayor's Office	Mayor's Office	Personnel	101.172300.715300.00000	MAYOR	RETIREMENT/CITY FRINGES	\$ 419,214.59	\$ 487,259.00	\$ 487,259.00	\$ 256,279.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.741000.00000	MAYOR	MISCELLANEOUS OPERATING	\$ 69,346.15	\$ 17,976.00	\$ 75,000.00	\$ 72,000.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.741007.00000	MAYOR	VETERAN COMM EXP	\$ 2,060.38	\$ -	\$ 2,500.00	\$ 4,000.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.741259.00000	MAYOR	MAYOR'S RAM. DINNER	\$ 18,241.04	\$ -	\$ 13,000.00	\$ 25,000.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.741508.00000	MAYOR	COMMUNITY FUNDED PROGRAMS	\$ 19,696.35	\$ -	\$ -	\$ -
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.742100.00000	MAYOR	FUEL CHARGES	\$ 2,114.29	\$ 500.00	\$ 2,200.00	\$ 2,400.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.744110.00000	MAYOR	UTILITIES - CITY HALL	\$ 9,994.53	\$ 6,250.00	\$ 12,500.00	\$ 12,500.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.744200.00000	MAYOR	TELEPHONE	\$ 9,747.74	\$ 8,500.00	\$ 17,000.00	\$ 10,000.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.747000.00000	MAYOR	TRAINING	\$ 224.16	\$ -	\$ -	\$ 1,500.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.743311.00000	MAYOR	CITY 311 SERVICES ALLOC	\$ 40,692.00	\$ 16,975.00	\$ 33,949.00	\$ 4,873.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.715100.00000	MAYOR	PARKING SUBSIDY	\$ -	\$ -	\$ -	\$ 10,500.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.743720.00000	MAYOR	INFORMATION TECHNOLOGY ALLOC	\$ 77,593.00	\$ 43,645.00	\$ 87,289.00	\$ 94,220.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.745200.00000	MAYOR	CITY EQUIPMENT RENTAL (CHARGE)	\$ 17,000.04	\$ 18,000.00	\$ 18,000.00	\$ 11,500.00
101	General Fund	Mayor's Office	Mayor's Office	Operating	101.172300.748000.00000	MAYOR	INSURANCE & BONDS	\$ 8,934.67	\$ 6,000.00	\$ 12,000.00	\$ 33,596.00
								\$ 1,778,071.39	\$ 1,427,425.00	\$ 1,583,017.00	\$ 1,316,598.00

OFFICE OF COMMUNITY MEDIA

CITY OF LANSING, MICHIGAN

Jason Gabriel, Director

124 W. Michigan Avenue, 7th Floor, Lansing MI 48933 | public.service@lansingmi.gov | (517) 483-4455

MISSION

The Office of Community Media (OCM) administers the City's Public, Educational and Government (PEG) digital media network under the auspices of the Lansing Public Media Center. The LPMC manages day-to-day operations of the City's government channel (City-TV) and Lansing's Public Access Channel (PUB-TV).

The LPMC is also responsible for developing and implementing strategies to build community capacity in the production of local origination programming; creating and managing partnerships that leverage the PEG network to foster educational and career opportunities for Lansing residents in digital media, broadcasting and related fields; and leading efforts to collaborate with regional partners toward the establishment of a regional Community Media Center.

ACCOMPLISHMENTS AND INITIATIVES

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS AND HIGHLIGHTS.....

The LPMC has successfully implemented broad range strategies and partnerships in community content capacity building and nurturing educational opportunities.

Through our wonderful community partnerships we continue to provide strong support services to Lansing community signature events like Silverbells in the City, Bluesfest, Creative Placemaking Summit, Concerts in the Park, Outdoor CADL Movies, MLK Day Luncheon, and create television programs of them for local audiences to accessably view.

FISCAL YEAR 2023-2024 INITIATIVES (ONGOING).....

Bringing the Lansing Public Media Center into The North Capital Ramp, just south of Lansing Community College, is our significant undertaking as we reshape, renew and reinvigorate the studio offerings in our amazing Lansing Community Access Studios. We will be creating new opportunities for the Public to utilize the studio spaces and enriching our educational offerings with a partner program with Lansing Community College and the Lansing School District.

OFFICE OF COMMUNITY MEDIA

CITY OF LANSING, MICHIGAN

Jason Gabriel, Director

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ACCOMPLISHMENTS AND INITIATIVES

FISCAL YEAR 2024-2025 INITIATIVES (PROPOSED).....

The 2024-2025 fiscal year will be momentous as the Ovation becomes the Community Media Center of our regions future. Our programming will increase dramatically as we open our doors to new Producers and become exposed to new audiences as this concert venue becomes entrenched in the economic new chapter in a refreshed Downtown Lansing.

PROGRAMS AND SERVICES

City Department Programming	Development and production of video content for City of Lansing departments.
City TV Program Scheduling	Scheduling and programming of timeslots for 24 hour television channel.
Department AV Support	Serve City of Lansing department AV equipment.
Live TV Production	Multi camera live event coverage.
Partner Organization Support	Media and event support for City of Lansing partner organizations.
Commercial Equipment and Facility Rental	Fee based video equipment and event space rental.
Equipment Library	Video equipment available for community members who have taken production classes.
Studio Space Management	Providing community access to media production facilities.

OFFICE OF COMMUNITY MEDIA

CITY OF LANSING, MICHIGAN

Jason Gabriel, Director

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PROGRAMS AND SERVICES

Public Education

Media production classes provided to the community.

Public TV Program Scheduling

Scheduling and programming of timeslots for 24 hour television channel.

OFFICE OF COMMUNITY MEDIA

CITY OF LANSING, MICHIGAN

Jason Gabriel, Director

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APPROPRIATION SUMMARY

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2025 Proposed Budget
<u>Department Appropriation</u>				
Personnel				
Active Personnel	386,464	494,084	494,084	547,028
Retirement/Fixed Benefits	89,664	128,472	128,472	104,494
Total Personnel	476,127	622,556	622,556	651,522
Operating				
Department Operating	4,143	3,810	3,810	4,000
Information Technology	57,406	66,068	66,068	52,999
City Equipment Rental	7,500	7,500	7,500	7,100
Insurance & Bonds	2,447	5,060	5,060	11,910
Total Operating	71,497	82,438	82,438	76,009
Total Expenditures	547,624	704,994	704,994	727,531

SUMMARY OF CHANGES

The FY25 Budget includes the addition of a new full time employee to further expand City programming.

UCA Fund	Fund Desc	App Desc	Div Desc	Budg Desc	Account	ORG KEY DESC	Object Long Description	FY23 Actuals	FY24 Adopted	FY24 Amended	FY25 Proposed
101	General Fund	Office of Comm	Office of Comm	Personnel	101.172310.702000.00000	OFFICE OF COMMUNITY MEDIA	SALARIES	\$ 317,270.43	\$ 370,880.00	\$ 370,880.00	\$ 442,356.00
101	General Fund	Office of Comm	Office of Comm	Personnel	101.172310.707000.00000	OFFICE OF COMMUNITY MEDIA	TEMPORARY HELP	\$ -	\$ 44,456.00	\$ 44,456.00	\$ -
101	General Fund	Office of Comm	Office of Comm	Personnel	101.172310.712000.00000	OFFICE OF COMMUNITY MEDIA	LONGEVITY	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,800.00
101	General Fund	Office of Comm	Office of Comm	Personnel	101.172310.715400.00000	OFFICE OF COMMUNITY MEDIA	PAYROLL FRINGES	\$ 66,793.07	\$ 76,348.00	\$ 76,348.00	\$ 101,872.00
101	General Fund	Office of Comm	Office of Comm	Personnel	101.172310.715300.00000	OFFICE OF COMMUNITY MEDIA	RETIREMENT/CITY FRINGES	\$ 89,663.86	\$ 128,472.00	\$ 128,472.00	\$ 104,494.00
101	General Fund	Office of Comm	Office of Comm	Operating	101.172310.741000.00000	OFFICE OF COMMUNITY MEDIA	MISCELLANEOUS OPERATING	\$ 1,921.10	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
101	General Fund	Office of Comm	Office of Comm	Operating	101.172310.742100.00000	OFFICE OF COMMUNITY MEDIA	FUEL CHARGES	\$ 808.91	\$ 310.00	\$ 310.00	\$ 1,000.00
101	General Fund	Office of Comm	Office of Comm	Operating	101.172310.744200.00000	OFFICE OF COMMUNITY MEDIA	TELEPHONE	\$ 1,413.20	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00
101	General Fund	Office of Comm	Office of Comm	Operating	101.172310.743720.00000	OFFICE OF COMMUNITY MEDIA	INFORMATION TECHNOLOGY ALLOC	\$ 57,406.00	\$ 66,068.00	\$ 66,068.00	\$ 52,999.00
101	General Fund	Office of Comm	Office of Comm	Operating	101.172310.745200.00000	OFFICE OF COMMUNITY MEDIA	CITY EQUIPMENT RENTAL (CHARGE)	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,100.00
101	General Fund	Office of Comm	Office of Comm	Operating	101.172310.748000.00000	OFFICE OF COMMUNITY MEDIA	INSURANCE & BONDS	\$ 2,447.36	\$ 5,060.00	\$ 5,060.00	\$ 11,910.00
								\$ 547,623.93	\$ 704,994.00	\$ 704,994.00	\$ 727,531.00

CITY CLERK'S OFFICE
CITY OF LANSING, MICHIGAN

Chris Swope, City Clerk MMC/MiPMC Level 3

124 W Michigan Ave, 9th Floor, Lansing MI 48933 | city.clerk@lansingmi.gov | (517) 483-4131

MISSION

Administer safe, secure, and accurate elections where the right of every Lansing citizen is protected and encouraged. Ensure the ability of the public to have access to public information including City Council meeting information and appropriate city documents to enable meaningful participation in our government. Protect the health and safety of Lansing residents and visitors through sensible business licensing.

ACCOMPLISHMENTS AND INITIATIVES

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS AND HIGHLIGHTS.....

Successful election administration for the November 2022 General Election with almost 40,000 Lansing citizens participating, despite continued misinformation campaigns, threats, and constant changes in election law.

Successful election administration in Nov. 2022 as shown in our risk limiting audits, despite continue misinformation campaign, threats and constant change in election law.

Working with IT and vendor to scan decades of Council records going back to late 1800s and partner with Public Service Department and CADL to post online at archive.org.

FISCAL YEAR 2023-2024 INITIATIVES (ONGOING).....

Implement Proposal 2 of 2022 election reforms including Early Voting, Permanent Ballot Voters, and early processing of absentee ballots. Relocation of Election Unit to Reo School. Reduce paper records through scanning to accommodate future relocation of City Hall.

Implement new record retention software for contracts and other city records.

FISCAL YEAR 2024-2025 INITIATIVES (PROPOSED).....

Successfully administer Presidential Election with new voting rights, including the additon of early voting centers.

Promoting online business license application requests to transition from paper applications and continue to digitize existing and new records.

CITY CLERK'S OFFICE

CITY OF LANSING, MICHIGAN

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PROGRAMS AND SERVICES

Business Licenses	Completion of tasks to review certain business licenses such as marijuana, scooters, cabaret, peddlers, ice cream trucks, street musicians, etc.
Charter Commission	Act as Clerk of Charter Commission and provide administrative support.
Elections Administration	Processing absentee ballots, hiring/paying assigning and training Election Inspectors, maintaining, installing, programming testing and repairing election equipment, complying with all local, federal, and state election regulations.
Facilitate Board of Ethics	Creation of the agendas and minutes of the Board of Ethics. Attending all meetings and properly storing and maintaining all records related to the Board of Ethics.
Facilitate City Council Meeting	Completion of tasks dictated by the Charter to create the City Council Agenda Packet, assist the City Council President in running the meeting, and take all required actions based on the action taken by City Council (including the agenda, packet, public notices, and accompanying materials).
Freedom of Information Act (FOIA)	Searching, locating, and copying of all requested public records in accordance with FOIA laws.
Marijuana Licenses	The review and awarding and renewing of marijuana licenses.
Calls, Emails and visitors unrelated to operation of City	Calls, Emails and visitors unrelated to operation of City - i.e. trying to reach Ingham County Clerk or State of Michigan
Notary Services	Members of the public are able to have notary services for their documents. Clerk staff must maintain their public notary certification.
Oath of Office Administration	Administering the Oath of Office to elected, appointed, and sworn officers.

CITY CLERK'S OFFICE
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PROGRAMS AND SERVICES

Passport Acceptance	Review and acceptance of U.S. Passport applications.
Records Management	The proper and legal review, storage, and maintenance of city records.
Resolution & Ordinance Processing	Supporting administrative departments in following up with Council actions.
Voter Registration Roll Maintenance	Maintaining the voter roll in the City of Lansing.

CITY CLERK'S OFFICE

CITY OF LANSING, MICHIGAN

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APPROPRIATION SUMMARY

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2025 Proposed Budget
<u>Department Appropriation</u>				
Personnel				
Active Personnel	847,748	927,258	927,258	961,749
Retirement/Fixed Benefits	203,855	256,120	256,120	190,502
Vacancy Factor	-	-	-	-
Total Personnel	1,051,602	1,183,378	1,183,378	1,152,251
Operating				
Department Operating	299,734	271,708	490,000	508,644
City 311 Support	37,562	31,338	31,338	175,753
Employee Parking	-	-	-	6,000
Information Technology	103,727	103,183	103,183	85,030
Insurance & Bonds	10,026	12,766	12,766	26,383
Total Operating	451,050	418,995	637,287	801,810
Total Expenditures	1,502,652	1,602,373	1,820,665	1,954,061

SUMMARY OF CHANGES

Changes to the Clerk's operating budget largely represent expenditures in preparation of the 2024 presidential elections along with new recurring obligations for certain election equipment and its replacement cost.

UCA Fund	Fund Desc	App Desc	Div Desc	Budg Desc	Account	ORG KEY DESC	Object Long Description	FY23 Actuals	FY24 Adopted	FY24 Amended	FY25 Proposed
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.702000.00000	CITY CLERK	SALARIES	\$ 421,691.15	\$ 456,048.00	\$ 456,048.00	\$ 465,587.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.706400.00000	CITY CLERK	WAGES - ELECTION INSPECTOR	\$ 182,823.90	\$ 200,000.00	\$ 200,000.00	\$ 250,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.707000.00000	CITY CLERK	TEMPORARY HELP	\$ 79,306.64	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.708000.00000	CITY CLERK	OVERTIME - SALARY	\$ 21,431.85	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.712000.00000	CITY CLERK	LONGEVITY	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 3,800.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.715400.00000	CITY CLERK	PAYROLL FRINGES	\$ 139,594.09	\$ 158,310.00	\$ 158,310.00	\$ 122,362.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Personnel	101.172400.715300.00000	CITY CLERK	RETIREMENT/CITY FRINGES	\$ 203,854.50	\$ 256,120.00	\$ 256,120.00	\$ 190,502.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.741000.00000	CITY CLERK	MISCELLANEOUS OPERATING	\$ 236,941.54	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.741010.00000	CITY CLERK	REIMBURSED ELECTIONS	\$ 396.94	\$ 11,708.00	\$ 190,000.00	\$ 120,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.741100.00000	CITY CLERK	POSTAGE	\$ 15,248.66	\$ -	\$ -	\$ -
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.741200.00000	CITY CLERK	PROMOTION	\$ 3,915.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.741500.00000	CITY CLERK	ADVERTISING/PUBLISHING	\$ 10,695.59	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.743000.00000	CITY CLERK	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 57,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.744110.00000	CITY CLERK	UTILITIES - CITY HALL	\$ 25,714.49	\$ 30,000.00	\$ 30,000.00	\$ 29,500.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.744200.00000	CITY CLERK	TELEPHONE	\$ 6,822.11	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.745100.00000	CITY CLERK	BUILDING RENTAL	\$ -	\$ -	\$ 40,000.00	\$ 70,144.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.743311.00000	CITY CLERK	CITY 311 SERVICES ALLOC	\$ 37,562.00	\$ 31,338.00	\$ 31,338.00	\$ 175,753.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.715100.00000	CITY CLERK	PARKING SUBSIDY	\$ -	\$ -	\$ -	\$ 6,000.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.743720.00000	CITY CLERK	INFORMATION TECHNOLOGY ALLOC	\$ 103,727.00	\$ 103,183.00	\$ 103,183.00	\$ 85,030.00
101	General Fund	City Clerk's Offi	City Clerk's Offi	Operating	101.172400.748000.00000	CITY CLERK	INSURANCE & BONDS	\$ 10,026.36	\$ 12,766.00	\$ 12,766.00	\$ 26,383.00
								\$ 1,502,651.82	\$ 1,602,373.00	\$ 1,820,665.00	\$ 1,954,061.00



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

Date: May 13, 2024
To: Committee of the Whole
From: Jim DeLine, Interim Internal Auditor
Subject: General Fund Status Report – FY2024 3rd Q

Having reviewed the status report from the administration, here are a few notes. (3rd quarter is 75% of the fiscal year.)

- General Fund revenues collected are at 71.8% of the amended budget.
- There are 64 vacancies in the General Fund and 57 vacancies in other funds.
- The general fund vacancy factor savings is \$2.37 million at the close of 3rd quarter.
- Most departments' expenditures are less than 75% at the close of 3rd quarter.

General Fund Status Report – FY 2024 3rd Quarter

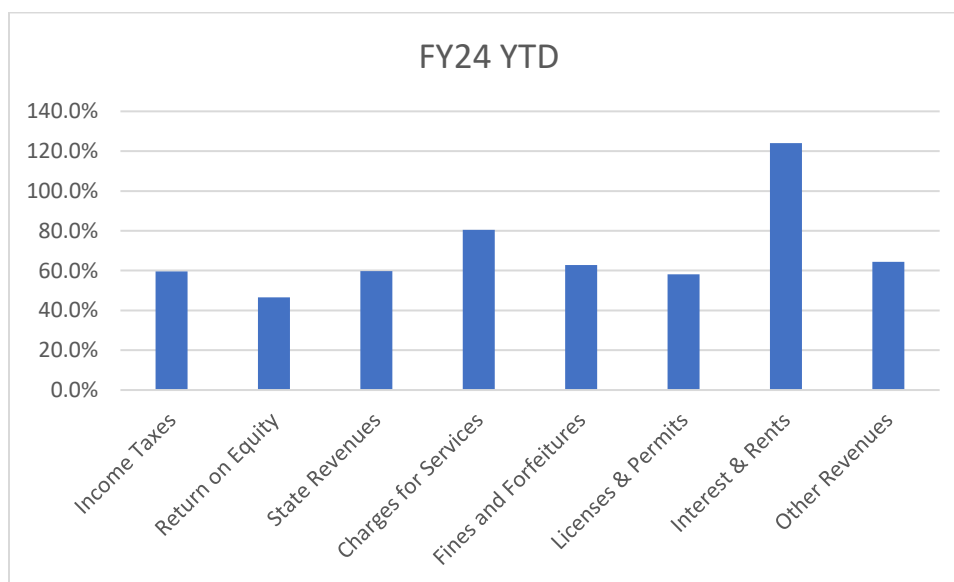
General Fund Summary

For FY24, the City adopted a budget of \$152.9 million in total revenue including transfers and \$159.3 million in total expenditures. The amended budget has a total revenue including transfers and ARPA reimbursement of about \$166.0 million and total expenditures including FY23 carryforwards of \$167.1 million. As of 6/30/2023, the General Fund balance is \$29.7M, with \$20.9M unassigned. This a 13.9% fund balance ratio.

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.

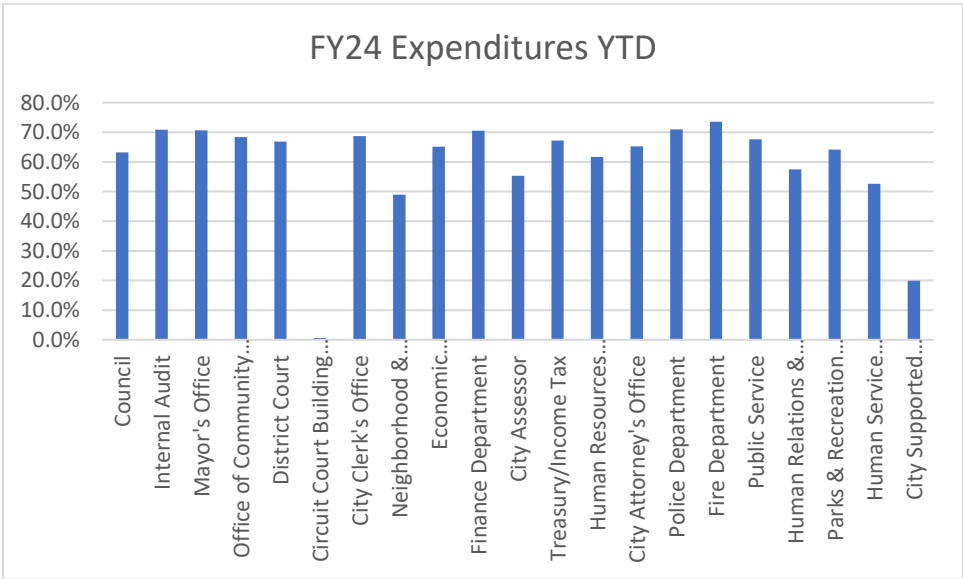
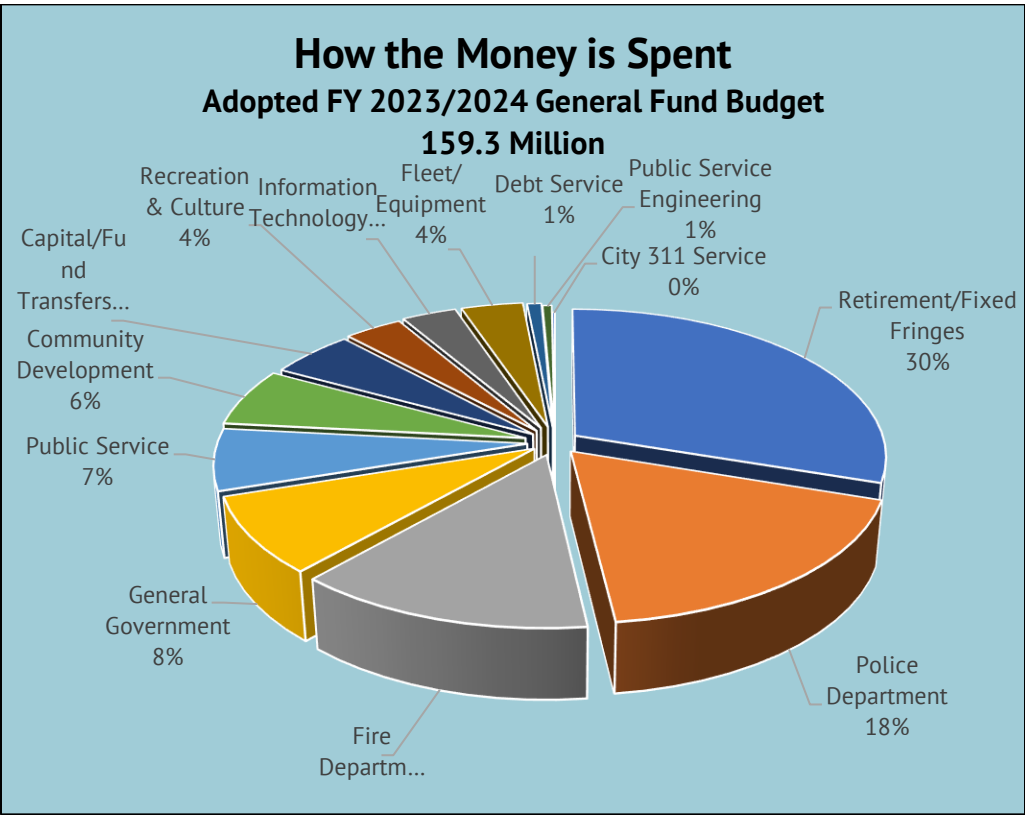
Revenue Summary



General Fund revenue collected through the third quarter of FY24 were almost \$113.2M, 71.8% of the amended budget year-to-date.

- **Property Taxes (32.1% of GF revenue budget)** are largely collected at the beginning of the fiscal year. They were initially estimated to be \$50.6M. At the end of the third quarter, collections were roughly \$50.4M.
- **Income Tax (26.8% of GF revenue budget)** collections were \$25.2M (59.6% of its budgeted \$42.3M). Due to timing of reviewing state tapes for compliance and with resulting delays in collection, we are catching up in the most recent quarter.
- **Return on Equity (ROE) (17% 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, expiring June 30th, calls for quarterly payment. We are currently negotiating a renewal contract to be effective for the upcoming year. We have received almost 47% of the amended budget year-to-date. We also received \$5,946,002.85 on April 29th, after the quarter ended.
- **State Revenue (15.3% of GF revenue budget)** are budgeted to be \$24.2M in revenue. Quarter 3 YTD is higher than the three-year average, with year-end revenue estimates expected to increase from the current budget.
- **Charges for Services (5.9% of GF revenue budget)** are trending higher than the three-year average for the 3rd Quarter. Higher revenues can be attributed largely to ambulance revenues exceeding budgeted revenues.
- **Fines and Forfeitures (1% of GF revenue budget)** are budgeted to be \$1.5M. Quarter-to-date, they are trending below expectations.
- **Licenses and Permits (1.2% of GF revenue budget)** are estimated to be \$1.8M. The City has received 58% of the budgeted amount and is on track.
- **Interest and Rents (0.4% of GF revenue budget)** are budgeted to be \$621,195 in FY24. The quarter-to-date amount is over \$770,000.
- **Other Revenues (0.3% of GF revenue budget)** are a very small percentage of the General Fund budget and are trending above expectations.

Expenditure Summary



General Fund expenditures are trending below the 3-year target by about 4%. A final year-end budget adjustment will be introduced for final adjustments and to allocate the vacancy factor.

Vacancy Factor

There is a total of about 64 vacancies in the General Fund (out of 619 positions) and around 57 in other funds (out of 330). This totals over \$1.5M in estimated vacancy savings in the third quarter. More than 40 new openings occurred due to various circumstances, including internal promotions and transfers, with hirings holding vacancy rates consistent overall from the previous quarter.

Positions filled during the quarter include:

<u>Department</u>	<u>Position Description</u>
HRCS	DIVERSITY, INCLUSION & EO SPECIALIST
HRCS	HMIS PERFORMANCE ANALYST
TREASURY	CITY TREASURER
HUMAN RESOURCES	PAYROLL TECHNICIAN
POLICE - PATROL	SOCIAL WORKER
FIRE - ADMIN	ASSISTANT FIRE CHIEF
PUBLIC SERVICE/O&M	ARBORIST 500
PUBLIC SERVICE/O&M	SEWER MAINTENANCE WORKER
PUBLIC SERVICE/O&M	PARKS MAINTENANCE WORKER
PUBLIC SERVICE/O&M	O&M SUPERINTENDENT
ED&P/CDBG REHAB	REHAB CONSTRUCTION SPCLST
ED&P/PARKING	CUSTOMER SERVICE REP 28
PUBLIC SERVICE/WWTP	WASTEWATER PLANT OPERATOR
PUBLIC SERVICE/FLEET	MECHANIC
PUBLIC SERVICE/FLEET	VEHICLE MAINTENANCE WORKER 400
PUBLIC SERVICE/ENGINEERING	ENGINEERING TECHNICIAN SUPV
HUMAN RESOURCES	PT RETIREMENT ANALYST

The city currently has 21 full-time position postings on the city's website as of 4/30/24 and seven other employment opportunities. The full-time position listings include:

Department	Position
ASSESSOR	Lead Residential Appraiser
ASSESSOR	Commercial Industrial Appraiser
CODE COMPLIANCE	Code Enforcement Officer (5 positions)
ED&P/BUILDING SAFETY	Chief Building Inspector
ED&P/BUILDING SAFETY	Electrical Inspector
ED&P/BUILDING SAFETY	Building Inspector (2 positions)
ED&P/BUILDING SAFETY	Chief Electrical Inspector
ED&P/BUILDING SAFETY	Mechanical Inspector
HUMAN RESOURCES	Health & Wellness Technician
NEIGH CTZN ENG	Financial Counselor
PARKS	Administrative Specialist
POLICE	Police Officer Certified/Certifiable (11 positions)
POLICE	Detention Officer (2 positions)
PUBLIC SERVICE ADMIN	Assistant City Engineer (Environment)
PUBLIC SERVICE/FLEET	Fleet Mechanic (7 positions)
PUBLIC SERVICE/O&M	Accounting and Operations Specialist
PUBLIC SERVICE/O&M	Arborist-Forestry Worker
PUBLIC SERVICE/O&M	Maintenance Worker (2 positions)
PUBLIC SERVICE/WWTP	Laboratory Supervisor

March 31, 2024 Revenue Summary

Fiscal Year July 1, 2023 - June 30, 2024

General Fund Revenues	<u>FY 2024 Adopted Budget</u>	<u>FY 2024 Amended Budget</u>	<u>FY 2023 Mar. 31 Actuals</u>	<u>Mar. 31 Percent YTD</u>	<u>3 Year Mar. 31 Avg.</u>
Property Taxes					
Non-Dedicated	37,849,000	37,849,000	37,617,067		
Dedicated - Police	3,827,250	3,827,250	3,827,250		
Dedicated - Fire	3,827,250	3,827,250	3,827,250		
Dedicated - Roads	2,551,500	2,551,500	2,551,500		
Dedicated - Parks	2,551,500	2,551,500	2,551,500		
Total	50,606,500	50,606,500	50,374,567	99.5%	99.8%
Income Taxes					
City Income Tax	39,350,000	42,285,000	25,220,262		
Total	39,350,000	42,285,000	25,220,262	59.6%	60.1%
Return on Equity					
Board of Water and Light	26,500,000	26,500,000	12,486,715		
Sewer Fund	300,000	300,000	-		
Total	26,800,000	26,800,000	12,486,715	46.6%	51.1%
State Revenues					
Revenue Sharing	17,744,475	17,976,375	9,506,483		
Fire Reimbursement Grants	2,700,000	2,700,000	2,547,788		
Personal Property Tax Reimbursement	1,000,000	1,500,000	904,646		
Recreational Marijuana	900,000	918,100	1,418,072		
Liquor License Fee	80,000	80,000	81,078		
Capital City Allocation	-	1,000,000	-		
Total	22,424,475	24,174,475	14,458,068	59.8%	58.9%
Charges for Services					
Public Safety	4,404,350	4,404,350	3,558,708		
Reimbursements	2,442,500	2,442,500	1,796,839		
Code Compliance	1,851,000	1,851,000	1,520,751		
Recreation Fees	468,750	468,750	487,915		
Appeals & Petitions	89,700	89,700	51,645		
Work for Others	33,200	33,200	53,928		
Central Stores	3,500	3,500	500		
Subscriptions and Information	2,300	2,300	3,840		
Total	9,295,300	9,295,300	7,474,125	80.4%	63.4%
Fines and Forfeitures					
Fines and Forfeitures	1,505,200	1,505,200	945,216		
Total	1,505,200	1,505,200	945,216	62.8%	70.5%
Licenses & Permits					
Cable Franchise Fees	1,000,000	1,000,000	435,658		
Marihuana Licenses	700,000	700,000	515,000		
Business Licenses	71,450	71,450	76,087		
Non-Business Licenses	35,600	35,600	22,819		
Building Licenses & Permits	17,750	17,750	12,300		
Total	1,824,800	1,824,800	1,061,865	58.2%	58.7%
Interest & Rents					
Interest Income	621,195	621,195	770,930		
Total	621,195	621,195	770,930	124.1%	104.0%
Other Revenues					
Miscellaneous	173,000	173,000	111,880		
Sale of Fixed Assets	120,000	120,000	1,973		
Donations & Contributions	119,000	119,000	151,338		
Total	412,000	412,000	265,191	64.4%	63.7%
Total General Fund					
Operating Revenue	152,839,470	157,524,470	113,056,939	71.8%	71.1%
Transfers from Other Funds	100,000	100,000	100,000		
Total	152,939,470	157,624,470	113,156,939	71.8%	71.1%

March 31, 2024 Departmental Summary

Fiscal Year July 1, 2023 - June 30, 2024

General Fund Appropriations

	<u>FY 2024</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2024</u> <u>Amended</u> <u>Budget</u>	<u>FY 2024</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>
Total General Fund Reserves	29,661,497	29,661,497	23,451,802		
Revenues (detail on previous page)	152,939,470	157,624,470	113,156,939	71.8%	71.1%
<u>Departmental Expenditures:</u>					
Council	657,507	794,819	502,253	63.2%	72.8%
Internal Audit	219,000	231,514	164,115	70.9%	71.8%
Mayor's Office	1,427,425	1,583,017	1,118,591	70.7%	72.2%
Office of Community Media	626,456	704,994	481,621	68.3%	72.1%
District Court	5,723,828	6,286,997	4,205,453	66.9%	72.5%
Circuit Court Building Rental	337,363	337,363	344,557	102.1%	
City Clerk's Office	1,602,373	1,820,665	1,251,477	68.7%	72.7%
Neighborhood & Citizen Engagement	1,491,669	1,556,407	762,368	49.0%	72.7%
Economic Development & Planning	6,272,104	6,820,769	4,442,568	65.1%	72.3%
Finance Department	2,238,610	2,324,926	1,639,346	70.5%	72.6%
City Assessor	1,707,829	1,987,550	1,098,889	55.3%	72.3%
Treasury/Income Tax	2,036,385	2,332,359	1,567,061	67.2%	72.7%
Human Resources Department	2,234,788	3,099,565	1,910,288	61.6%	73.0%
City Attorney's Office	2,364,324	2,640,175	1,722,938	65.3%	72.1%
Police Department	54,586,595	54,586,595	38,737,708	71.0%	73.6%
Fire Department	41,448,217	41,448,217	30,490,407	73.6%	73.6%
Public Service	13,506,989	13,606,989	9,201,498	67.6%	73.9%
Human Relations & Community Services	2,045,764	2,221,776	1,276,739	57.5%	72.3%
Parks & Recreation Department	8,092,939	9,335,135	5,985,829	64.1%	72.9%
Human Service Agency Support	2,084,932	3,505,776	1,845,720	52.6%	75.0%
<u>Non-Departmental Expenditures:</u>					
Library Building Rental	136,500	136,500	117,637	86.2%	75.0%
Operating Subsidies to Other Funds	799,796	1,299,796	1,299,796	100.0%	100.0%
City Supported Agencies	549,500	1,256,366	250,010	19.9%	75.0%
Capital Improvements	7,325,000	7,325,000	7,325,000	100.0%	100.0%
Debt Service & Penalties	1,341,410	1,341,410	-	0.0%	
Vacancy Factor	(1,500,000)	(1,500,000)	-		
City Recognitions	10,000	10,000	3,656		
Expenditures	159,367,303	167,094,680	117,745,525	70.5%	74.6%
Net Impact on Fund Balance	(6,427,833)	(9,470,210)			
ARPA Reimbursement	8,287,500	8,287,500			
Ending General Fund Reserves	31,521,164	28,478,787			

March 31, 2024 Budget Appropriation Summary

Fiscal Year July 1, 2023 - June 30, 2024

Estimated Revenues	<u>FY 2024 Adopted Budget</u>	<u>FY 2024 Amended Budget</u>	<u>FY 2024 Mar. 31 Actuals</u>	<u>Mar. 31 Percent YTD</u>
Property Taxes	50,606,500	50,606,500	50,374,567	
Income Taxes	39,350,000	42,285,000	25,220,262	
Return on Equity	26,800,000	26,800,000	12,486,715	
State Revenues	22,424,475	23,174,475	14,458,068	
Charges for Services	9,295,300	9,295,300	7,474,125	
Fines & Forfeitures	1,505,200	1,505,200	945,216	
Licenses & Permits	1,824,800	1,824,800	1,061,865	
Interest & Rent	621,195	621,195	770,930	
Other Revenue	412,000	412,000	265,191	
Transfers from Other Funds	100,000	100,000	100,000	
Total Revenues	152,939,470	157,624,470	113,156,939	71.8%

Appropriations	<u>FY 2024 Adopted Budget</u>	<u>FY 2024 Amended Budget</u>	<u>FY 2024 Mar. 31 Actuals</u>	<u>Mar. 31 Percent YTD</u>
Council				
Personnel	541,898	541,898	392,303	
Operating	115,609	252,921	109,950	
Total	657,507	794,819	502,253	63.2%
Internal Audit				
Personnel	219,000	219,000	157,222	
Operating	-	12,514	6,892	
Total	219,000	231,514	164,115	70.9%
Courts				
Personnel	5,088,290	5,088,290	3,413,075	
Operating	972,901	1,536,070	1,136,936	
Total	6,061,191	6,624,360	4,550,010	68.7%
Mayor's Office				
Personnel	1,309,579	1,309,579	935,850	
Operating	117,846	273,438	182,741	
Total	1,427,425	1,583,017	1,118,591	70.7%
Media Center				
Personnel	622,556	622,556	420,488	
Operating	3,900	82,438	61,133	
Total	626,456	704,994	481,621	68.3%
Clerk's Office				
Personnel	1,183,378	1,183,378	742,236	
Operating	418,995	637,287	509,241	
Total	1,602,373	1,820,665	1,251,477	68.7%

Appropriations	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Mar. 31 Actuals	Mar. 31 Percent YTD
Neighborhood & Citizen Engagement				
Personnel	1,018,426	1,168,426	578,039	
Operating	473,243	387,981	184,330	
Total	1,491,669	1,556,407	762,368	49.0%
Economic Development & Planning				
Personnel	3,451,387	3,451,387	2,423,739	
Operating	2,820,717	3,369,382	2,018,829	
Total	6,272,104	6,820,769	4,442,568	65.1%
Finance/Operations				
Personnel	1,770,206	1,770,206	1,215,038	
Operating	468,404	554,720	424,308	
Total	2,238,610	2,324,926	1,639,346	70.5%
Assessing				
Personnel	1,707,829	1,707,829	942,255	
Operating	-	279,721	156,634	
Total	1,707,829	1,987,550	1,098,889	55.3%
Treasury				
Personnel	1,749,356	1,749,356	1,227,759	
Operating	287,029	583,003	339,302	
Total	2,036,385	2,332,359	1,567,061	67.2%
Human Resources				
Personnel	1,968,618	1,968,618	1,305,699	
Operating	266,170	1,130,947	604,588	
Total	2,234,788	3,099,565	1,910,288	61.6%
Attorney's Office				
Personnel	2,364,324	2,364,324	1,544,772	
Operating	-	275,851	178,166	
Total	2,364,324	2,640,175	1,722,938	65.3%
Police				
Personnel	45,876,734	45,756,734	33,195,347	
Operating	8,709,861	8,829,861	5,542,361	
Total	54,586,595	54,586,595	38,737,708	71.0%
Fire				
Personnel	35,291,150	35,171,150	26,796,231	
Operating	6,157,067	6,277,067	3,694,176	
Total	41,448,217	41,448,217	30,490,407	73.6%
Public Service				
Personnel	3,695,596	3,575,596	2,098,499	
Operating	9,811,393	10,031,393	7,102,999	
Total	13,506,989	13,606,989	9,201,498	67.6%
Human Relations & Community Service				
Personnel	1,894,264	1,894,264	1,160,075	
Operating	151,500	327,512	116,664	
Total	2,045,764	2,221,776	1,276,739	57.5%

Appropriations	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Mar. 31 Actuals	Mar. 31 Percent YTD
Parks & Recreation				
Personnel	5,299,345	5,299,345	3,327,358	
Operating	2,793,594	4,035,790	2,658,471	
Total	8,092,939	9,335,135	5,985,829	64.1%
Human Services				
Operating	2,084,932	3,505,776	1,845,720	
Total	2,084,932	3,505,776	1,845,720	52.6%
City Supported Agencies/MRJE				
Operating	549,500	1,256,366	250,010	
Total	549,500	1,256,366	250,010	19.9%
City Recognitions	10,000	10,000	3,656	
Total	10,000	10,000	3,656	36.6%
Non-Departmental				
Vacancy Factor	(1,500,000)	(1,500,000)	-	
Library Lease	136,500	136,500	117,637	
Debt Service	1,341,410	1,341,410	-	
Net Transfers	8,124,796	8,624,796	8,624,796	
Total	8,102,706	8,602,706	8,742,433	101.6%
Total Expenditures	159,367,303	167,094,680	117,745,525	70.5%

Vacancy Factor Report

Quarter Ending March 31, 2024

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Vacancies Counted Toward General Fund Vacancy Factor							
MAYOR	1012300	LABREMGR	CHIEF LABOR NEGOTIATOR	MAYOR	1.00	2/1/2023	26,874
HRCS	1012500	CNTRTMGR	CONTRACT MANAGER	T243CTP	1.00	1/20/2024	12,313
HRCS	1012500	COMMINTV	COMMISSION INVESTIGATOR	T214NS	1.00	7/3/2023	15,267
CODE COMPLIANCE	1012610	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	11/25/2023	12,538
CODE COMPLIANCE	1012610	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	10/23/2023	12,538
CODE COMPLIANCE	1012610	LDHOUSIN	LEAD HOUSING INSPECTOR	T243SUPV	1.00	8/21/2022	18,555
CODE COMPLIANCE	1012610	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	9/2/2023	12,538
CODE COMPLIANCE	1012610	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	1/11/2024	10,995
CODE COMPLIANCE	1012610	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	1/1/2024	12,538
CODE COMPLIANCE	1012610	PKFLDSUP	FIELD SUPERVISOR	T243SUPV	1.00	3/6/2024	3,819
FINANCE/OPERATIONS	1012710	DPYFINDIR	DEPUTY FINANCE DIRECTOR	NON BARG SUPV	1.00	2/28/2023	NO BDGT IMPACT
ASSESSOR	1012720	ADMAST28	ADMIN ASSISTANT	T243CTP	1.00	10/16/2023	10,875
ASSESSOR	1012720	COMINDAP	COMMERCIAL/INDUSTRIAL APPRAISER	T243CTP	1.00	6/15/2022	23,904
ASSESSOR	1012720	RESAPPLD	RESIDENTIAL APPRAISER LEAD	T243CTP	1.00	10/18/2019	18,672
ASSESSOR	1012720	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243CTP	1.00	5/24/2019	15,322
ASSESSOR	1012720	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	1.00	10/5/2017	CONTRACT
TREASURY	1012730	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	1.00	9/17/2022	8,222
TREASURY	1012730	ADMAST28	ADMINISTRATIVE ASSISTANT	T243CTP	1.00	10/8/2022	14,602
TREASURY	1012730	TRESYINV	TREASURERY INVESTIGATOR	T243CTP	1.00	8/20/2022	17,786
HUMAN RESOURCES	1012800	SAFTYADM	HEALTH & WELLNESS SPECIALIST	T243CTP	0.25	7/1/2022	3,831
CITY ATTORNEY	1012900	LGLADVSR	LEGAL ADVISOR	T214 NS	1.00	7/1/2020	18,725
CITY ATTORNEY	1012800	ASTATY36	ASSISTANT CITY ATTORNEY	T214 NS	1.00	11/11/2022	25,205
CITY ATTORNEY	1012800	ASTATY36	ASSISTANT CITY ATTORNEY	T214 NS	1.00	12/1/2023	25,205
NEIGH CTZN ENG	1012320	FINCNCLR	FINANCIAL COUNSELOR	T243CTP	1.00	3/14/2024	2,810
PUBLIC SERVICE/BUILDINGS	1013140	CUSTOWKR	CUSTODIAL WORKER 300	UAW	1.00	12/3/2021	10,432
PUBLIC SERVICE/BUILDINGS	1013140	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	2/10/2024	6,676
PUBLIC SERVICE/BUILDINGS	1013140	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	1/17/2024	10,109
PUBLIC SERVICE/BUILDINGS	1013140	PROPTMGR	FACILITIES AND PROPERTY SUPERINTENDENT	T243SUPV	1.00	6/30/2023	19,489
PUBLIC SERVICE/BUILDINGS	1013140	PLUMBSUP	BUILDING SERVICES SUPERVISOR	T243SUPV	1.00	6/10/2018	20,616
PUBLIC SERVICE/BUILDINGS	1013140	ELECFAW	ELECTRICAL FACILITY CTRL WKR	UAW	1.00	11/2/2018	12,398
POLICE - ADMIN	1013201	ADMSPC31	ADMINISTRATIVE SPECIALIST 31	T214 NS	1.00	12/28/2011	CONTRACT
POLICE - DETENTION	1013224	SERGEANT3	SERGEANT III	CCLPSUPV	1.00	03/14/24	3,982
POLICE - DETENTION	1013224	DETENOFF	DETENTION OFFICER	T243CTP	1.00	09/22/22	18,672
POLICE - DETENTION	1013224	DETENOFF	DETENTION OFFICER	T243CTP	1.00	01/19/24	14,650
POLICE - DETENTION	1013224	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	1/31/2023	19,644
POLICE - INVESTIGATIONS	1013240	DETECT2C	DETECTIVE IIC	CCLP NS	1.00	5/1/2021	20,999
POLICE - INVESTIGATIONS	1013240	DETECT2B	DETECTIVE IIB	CCLP NS	1.00	8/26/2023	20,999
POLICE - INVESTIGATIONS	1013240	DETECT2B	DETECTIVE IIB	CCLP NS	1.00	8/14/2023	20,999
POLICE - INVESTIGATIONS	1013240	DETECT2B	DETECTIVE IIB	CCLP NS	1.00	7/21/2023	20,999
POLICE - INVESTIGATIONS	1013240	DETECT2B	DETECTIVE IIB	CCLP NS	1.00	10/13/2023	20,999
POLICE - INVESTIGATIONS	1013240	DETECT2B	DETECTIVE IIB	CCLP NS	1.00	10/13/2023	20,999
POLICE - INVESTIGATIONS/CSI	1013240	DTCTVCSI	CSI INVESTIGATOR	CCLP NS	1.00	09/24/22	13,745
POLICE - INVESTIGATIONS/CSI	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	10/07/23	13,745
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	06/01/23	20,999
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	02/14/23	20,999
POLICE - INVESTIGATIONS/SOS	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	06/16/22	20,999
POLICE - INVESTIGATIONS/CSI	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/14/22	13,745
POLICE - INVESTIGATIONS/CSI	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/17/22	13,745
POLICE - INVESTIGATIONS/CSI	1013240	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	05/06/23	13,745
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	03/25/24	1,057
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	03/09/24	3,172
POLICE - PATROL	1013251	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	02/20/24	6,132
POLICE - PATROL	1013251	CRMRESAN	CRIME RESEARCH ANALYST	T243CTP	1.00	05/20/22	CONTRACT
FIRE - LOGISTICS	1013510	SECRTY26	SECRETARY	T243CTP	1.00	6/24/2023	9,442
FIRE - LOGISTICS	1013510	MATASP3	MAINTENANCE ALARM SPECIALIST	IAFF	1.00	7/1/2022	14,706
FIRE - PREVENTION	1013530	INSPECT4	INSPECTOR IV	IAFF	1.00	3/11/2023	22,122
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	3/18/2024	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	3/9/2024	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	12/30/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	12/30/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	12/11/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	12/2/2023	OVERTIME
FIRE - OPERATIONS	1013520	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	10/17/2023	OVERTIME
FIRE - TRAINING	1013540	SECRTY26	SECRETARY	T243CTP	1.00	9/8/2023	10,364
PARKS/COMMUNITY CENTERS	1013811	PTCLRK23	PT CLERK 23	T243CTP PT	0.50	3/16/2024	603
PARKS/COMMUNITY CENTERS	1013811	PTCLRK22	PT CLERK 22	T243CTP PT	0.50	7/24/2023	3,743
3rd Quarter Vacancy factor:					64.25		788,864
2nd Quarter Vacancy factor:					57.25		726,292
1st Quarter Vacancy factor:					99.75		856,010
Total GF YTD Vacancy Factor							2,371,165.22
Total # of GF Positions					619		

Vacancy Factor Report

Quarter Ending March 31, 2024

Department	Key	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Non-Vacancy Factor (non-General Fund) Vacancies							
PARKS/CEMETARIES	5163840	ADMSPC27	ADMINISTRATIVE SPECIALIST	T243CTP	1.00	2/19/2024	4,358
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	2/5/2024	11,490
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	9/19/2023	11,411
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	6/18/2022	11,411
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	3/31/2022	11,411
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	1/16/2022	11,411
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	12/2/2023	11,411
PUBLIC SERVICE/O&M	1013611	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	3/26/2021	11,411
PUBLIC SERVICE/O&M	1013611	SWRTMWK5	SEWER MAINTENANCE WORKER	UAW	1.00	3/15/2023	13,406
PUBLIC SERVICE/O&M	1013611	FRSTWKR5	ARBORIST 500	UAW	1.00	2/22/2023	12,398
PUBLIC SERVICE/O&M	1013611	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW	1.00	12/2/2023	12,398
PUBLIC SERVICE/O&M	1013611	SWRMTWK3	SEWER MAINTENANCE WORKER	T243SUPV	1.00	1/31/2022	13,406
PUBLIC SERVICE/O&M	1013611	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	12/4/2021	18,672
PUBLIC SERVICE/O&M	1013611	SOLWASUP	SOLID WASTE SUPERVISOR	T243SUP	1.00	8/15/2020	16,914
ED&P/BUILDING SAFETY	2492610	BLDINSUP	BUILDING INSPECTOR SUPERVISOR	T214SUPV	1.00	12/23/2023	21,655
ED&P/BUILDING SAFETY	2492610	PLNREVSU	PLANT REVIEW SUPERVISOR	T214SUPV	1.00	1/8/2022	20,616
ED&P/BUILDING SAFETY	2492610	MECINSPC	MECHANICAL INSPECTOR	T243CTP	1.00	6/30/2023	18,672
ED&P/BUILDING SAFETY	2492610	BLDINSPC	BUILDING INSPECTOR	T243CTP	1.00	3/26/2024	1,041
ED&P/BUILDING SAFETY	2492610	SECRY26	SECRETARY 26	T243CTP	1.00	3/2/2024	5,745
ED&P/BUILDING SAFETY	2492610	BLDINSPC	BUILDING INSPECTOR	T243CTP	1.00	2/17/2024	8,618
ED&P/BUILDING SAFETY	2492610	ELCINSUP	ELECTRICAL INSPECTOR SUPERVISOR	T214SUPV	1.00	2/9/2024	11,418
ED&P/BUILDING SAFETY	2492610	ELCINSPC	ELECTRICAL INSPECTOR	T243CTP	1.00	1/22/2024	13,011
ED&P/BUILDING SAFETY	2492610	PEMTEFOF	PERMITS ENFORCEMENT OFFICER	T243CTP	1.00	1/1/2024	18,672
ED&P/PARKING	5853641	ACCTGSPT	ACCOUNTING SPECIALIST	T243CTP	1.00	2/1/2024	7,027
ED&P/PARKING	5853641	MANTWKR2	MAINTENANCE WORKER 200	UAW	1.00	4/19/2023	12,398
ED&P/PARKING	5853641	PKGRVCOL	PARKING REVENUE AMBASSADOR	UAW	1.00	3/27/2023	9,633
PUBLIC SERVICE/WWTP	5903670	ASPLSUPT	ASSIST PLANT SUPERINTENDENT	NB SUPV	1.00	7/31/2020	22,207
PUBLIC SERVICE/WWTP	5903670	LABSUP-TBD	LAB SUPERVISOR	T243SUP	1.00	7/1/2017	18,672
PUBLIC SERVICE/WWTP	5903670	INDRSUP	INDUSTRIAL SURVEILLANCE SUPERVISOR	T243CTP	1.00	7/1/2015	18,672
PUBLIC SERVICE/WWTP	5903670	ELECTECH	ELECTRICAL TECHNICIAN	T243CTP	1.00	10/5/2006	16,111
PUBLIC SERVICE/WWTP	5903670	WWMATWK6	WASTE WATER PLANT LABORER	UAW	1.00	7/12/2019	12,398
PUBLIC SERVICE/WWTP	5903670	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	1.00	10/23/2015	16,914
PUBLIC SERVICE/WWTP	5903670	UTLELWKR	UTILITY ELECTRICAL WORKER	UAW	1.00	10/1/2022	13,406
PUBLIC SERVICE/WWTP	5903670	WWMATWK6	WASTEWATER MAINTENANCE WKR 400	UAW	1.00	12/30/2023	11,411
PUBLIC SERVICE/WWTP	5903670	WWMATWK7	WASTEWATER MAINTENANCE WKR 400	UAW	1.00	11/4/2023	11,411
PUBLIC SERVICE/WWTP	5903670	LABTECHN	LABORATORY TECHNICIAN	T243CTP	1.00	6/30/2023	10,364
PUBLIC SERVICE/WWTP	5903670	INSTRTEC	INSTRUMENTATION TECHNICIAN	T243CTP	1.00	3/2/2024	3,189
PUBLIC SERVICE/WWTP	5903670	STORKPR4	STOREKEEPER/PARTS WORKER	UAW	1.00	1/21/2024	9,537
PUBLIC SERVICE/WWTP	5903670	WWPNTOP6	WASTEWATER MAINTENANCE WKR 600	UAW	1.00	5/27/2020	13,406
PUBLIC SERVICE/FLEET	6433623	RADIOTEC	RADIO INST. TECHNICIAN	T243CTP	1.00	7/14/2023	10,364
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/1/2017	15,322
PUBLIC SERVICE/FLEET	6433623	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/12/2019	15,322
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	3/29/2019	13,406
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	5/13/2019	13,406
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	8/17/2019	13,406
PUBLIC SERVICE/FLEET	6433623	SRVCSPEC	SERVICE SPECIALIST	T243CTP	1.00	9/20/2019	12,083
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	6/4/2022	13,406
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	7/21/2021	13,406
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	12/16/2023	13,406
PUBLIC SERVICE/FLEET	6433623	MECHANIC	MECHANIC	UAW	1.00	10/28/2023	13,406
PUBLIC SERVICE/ENGINEERING	6453603	ADMSPC30	ADMINISTRATIVE SPECIALIST	T243CTP	1.00	12/1/2023	10,875
PUBLIC SERVICE/ENGINEERING	6453603	ENGINR38	ENGINEER 38	T214NS	1.00	1/26/2023	23,984
PUBLIC SERVICE/ENGINEERING	6453603	ENGINR38	ENGINEER 38	T214NS	1.00	6/6/2019	23,984
PUBLIC SERVICE/ENGINEERING	6453603	TRANSENG	TRANSPORTATION ENGINEER	NB SUPV	1.00	1/1/2020	28,460
HUMAN RESOURCES	1012800	SAFTYADM	HEALTH & WELLNESS SPECIALIST	T243CTP	0.75	7/1/2022	11,492
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	DCT243	1.00	10/27/2023	9,970
DISTRICT COURT	7602201	DPCLERK2	DEPUTY CLERK 2	DCT243	1.00	9/11/2023	9,970
3rd Quarter Vacancy factor:					56.75		763,380
2nd Quarter Vacancy factor:					56.25		712,779
1st Quarter Vacancy factor:					59.25		761,193
Total Non-GF YTD Vacancy Factor							2,237,352.30
Total # of Non-GF Positions					330		

FY 2024/2025 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 – the transfer of estimated vacancy savings between general fund department personnel budgets against the budgeted vacancy factor for the proposes of insourcing contracted positions.

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, PT, contracted, 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. The Administration is requested to include in its annual report organization charts to include division and/or site, position titles, bargaining unit, classification level, and position FTE for each department but not to include individual employee names.

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, **charter commission and OPIOD settlement** balances as of June 30, 2024 into the FY 2024/2025 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.

Unspent Human Services and Community Supported Agencies funding will be considered committed fund balance for purposes of financial reporting pending additional appropriation or reallocation by City Council.

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 a fiscal stabilization plan** will be **made until submitted to City Council to restore reserves to the 12% target in a period not to exceed 5 years. 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.**

For the purpose of revenue and expenditure thresholds in budget policies and ordinances: general fund expenditures shall be considered to exclude transfers out except when otherwise specified, and general fund revenues shall be considered to exclude transfers in and indirect cost recoveries except when otherwise specified.

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 with 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, ~~the administration is encouraged to provide every application information 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 with an accompanying form detailing (to extent available) the preferred referral date, grant name, the grant agency, assistance listing number (formally known as CDFA), department, contact person, beginning and end date of the grant, total amount, projected object code detail, administrative cost recovery amount, and summary of the grant purpose and allowable uses.~~ 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.

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.

Training: All Departments should allocate training dollars and follow policies in such a way as to continue their work to improve community relations and reaffirm the City's commitment to ensure equality and freedom for all people regardless of actual or perceived race, sex, religion, ancestry, national origin, color, age, height, weight, student status, marital status, familial status, housing status, military discharge status, sexual orientation, gender identification or expression, mental or physical limitation, and legal source of income.

Contracts: By the first Council meeting of October, January, April, July the Administration is requested to present to Council a list of all contracts and copies of all purchase orders, including any extension and/or amendments, approved by the Administration over \$25,000.

The Administration is requested to include non-appropriation clauses and other similar out provisions in all leases and vendor contract.

City's Road Maintenance/Construction Capital Improvement Plan

The Administration is requested to update on an annual basis and submit to Council by December 1st each year.

Capital Improvement Projects

The Administration will provide an annual report to Council by December 1st each year on all projects completed in the prior fiscal year regarding the Capital Improvement Project budgets and all costs overruns or under expenditures.

Residential Solid Waste

The Administration is encouraged to analyze the costs and benefits of being the sole provider of all residential solid waste services through the city.

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 18, 2024, the Mayor submitted a proposed budget for the 2024/2025 fiscal year, which spans from July 1, 2024 through June 30, 2025; 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, 2024; 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 6, 2024, for the fiscal year 2024/2025 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, the City Council desires to establish certain budget policies for the fiscal year 2024/2025, 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 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 2024	To Proposed FY 2025
<u>Parks - Community Centers</u>	50.00	80.00
After School Semester Fee	-	200.00
esports birthday party	-	75.00
Babysitter Class	-	50.00
Lifeguard Review Class	-	100.00
Willderness First Aid	-	50.00
In Town/Half Day Senior Trips		

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

Fee Proposed (continued)	From Current FY 2024	To Proposed FY 2025
<u>Parks - Turner Dodge</u>		
Tour & Tea	10.00	15.00
Ballet & Tea	12.00	15.00
<u>Parks - Aquatics</u>		
Swim Lessons	37.00	40.00
Private Swim Lessons	56.00	70.00
<u>Parks - Ath Field Practice Permit</u>		
Youth Baseball/Fast-Pitch Softball Practice (per hou	25.00	35.00
Baseball/Fast Pitch Softball Field Fitting (per fitting	35.00	40.00
Adult Baseball/Fast Pitch Softball Practice (per hour	30.00	45.00
Youth Slow Pitch Softball Practice (per hour)	25.00	30.00
Adult Slow Pitch Softball Practice (per hour)	30.00	35.00
Slow Pitch Softball Field Fitting (per fitting, per fiel	35.00	40.00
Youth Soccer Practice (per hour)	25.00	30.00
Adult Soccer Practice (per hour)	30.00	35.00
Soccer Field Fitting (per fitting, per field)	160.00	180.00
Youth Tennis Practice (per hour)	25.00	30.00
Youth Football Practice (per hour)	25.00	30.00
Adult Football Practice (per hour)	30.00	35.00
Football Field Fitting (per fitting, per field)	160.00	180.00
<u>Parks - Athletic Field Tournament</u>		
Youth Baseball/Fast Pitch Softball Tournament (per	100.00	110.00
Adult Baseball/Fast Pitch Softball Tournament (per	120.00	125.00
Youth Baseball Non-Tourney Game Fee	50.00	60.00
Adult Slow Pitch Softball Tournament (per game)	35.00	40.00
Youth Soccer Tournament (per game)	30.00	35.00
Adult Soccer Tournament (per game)	24.00	35.00
Youth Football Tournament (per game)	30.00	35.00
Adult Football Tournament (per game)	30.00	35.00
<u>Parks - Cemetery Lot Sale</u>		
Adult Single Grave - Resident	1,375.00	1,500.00
Adult Sing Grave - Non Resident	2,050.00	2,250.00
Child Single Grave	625.00	675.00
Infant Single Grave	450.00	500.00
Two Grave Monument - Resident	3,400.00	3,725.00
Two Grave Monument - Non Resident	5,100.00	5,600.00
Three Grave Monument - Resident	5,000.00	5,500.00

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

Fee Proposed (continued)	From Current FY 2024	To Proposed FY 2025
<u>Parks - Cemetery Lot Sale (continued)</u>		
Three Grave Monument - Non Resident	7,500.00	8,250.00
Four Grave Monument - Resident	6,800.00	7,475.00
Four Grave Monument - Non Resident	10,200.00	11,225.00
Five Grave Monument - Resident	10,200.00	11,225.00
Five Grave Monument - Non Resident	15,300.00	16,825.00
Premium Mount Hope Grave - Resident	2,025.00	2,225.00
Premium Mount Hope Grave - Non Resident	3,100.00	3,400.00
<u>Parks - Columbarium Niche</u>		
Columbarium Niche - Fifth Row Resident	1,125.00	1,225.00
Columbarium Niche - Fifth Row Non Resident	1,690.00	1,850.00
Columbarium Niche - Fourth Row Resident	1,225.00	1,350.00
Columbarium Niche - Fourth Row Non Resident	1,850.00	2,025.00
Columbarium Niche - Second/Third Row Resident	1,425.00	1,575.00
Columbarium Niche -Second/Third Row Non Reside	2,150.00	2,350.00
Columbarium Niche - First Row Resident	1,325.00	1,450.00
Columbarium Niche -First Row Non Resident	1,990.00	2,200.00
<u>Parks - Cemetery Markers</u>		
Notary Fee - Resident	25.00	-
Notary Fee - Non Resident	25.00	-
Government Marker - Marker Foundation	70.00	75.00
Grave Maker Cut Placement	100.00	125.00
Monument Cut Placement	250.00	300.00
Double Marker Cut Placement	250.00	275.00
Niche Plate Removal - Evergreen	70.00	75.00
Niche Plate Removal - Mt Hope	50.00	60.00
<u>Parks - Cemetery Grave Open</u>		
Columbarium Interment	450.00	500.00
Open/Close Grave - Adult	1,200.00	1,325.00
Open/Close Grave - Child	625.00	675.00
Open/Close Grave - Infant	450.00	500.00
Open/Close Grave - Cremains	625.00	675.00
Open/Close Grave - Overtime Weekday after 2pm	550.00	600.00
Open/Close Grave - Overtime Saturday before 1pm	660.00	725.00
Open/Close Grave - Overtime Saturday after 1pm	825.00	900.00
Open/Close Grave - Overtime Sunday & City observ	1,100.00	1,200.00
Open/Close Grave - Oversized Burials	1,800.00	1,975.00

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

Fee Proposed (continued)	From Current FY 2024	To Proposed FY 2025
<u>Parks - Cemetery Grave Open (continued)</u>		
Disinter/Reinter - Adult	3,600.00	3,950.00
Disinter/Reinter - Child/Infant	1,875.00	2,050.00
Disinter/Reinter - Cremains	1,875.00	2,050.00
Disinter/Transfer - Adult	2,400.00	2,650.00
Disinter/Transfer - Child/Infant	1,250.00	1,375.00
Disinter/Transfer - Cremains	1,250.00	1,375.00
Thaw Fee - Cremains	50.00	55.00
Thaw Fee - Full Burial	150.00	175.00
<u>Public Service</u>		
Commercial Recycling Fee	53.00	55.00
Recycling/Yard Waste Collection Fee	122.00	125.00
Sewer monthly fixed charge	13.60	14.14
Industrial Pretreatment Charge	6.45	6.71
Commodity Charge per CCF	8.00	8.32
Irrigation meter (Per CCF)	1.20	1.26
32 Gallon Cart	53.00	58.00
65 Gallon Cart	57.00	63.00
95 Gallon Cart	61.00	67.00
EOW 32 Gallon Cart	27.00	29.00
Low Income 32 Gallon Cart	38.00	43.00
Low Income 65 Gallon Cart	42.00	48.00
Low Income 95 Gallon Cart	46.00	52.00
<u>Courts</u>		
All ordinance civil infractions	130.00	135.00
<u>Clerk</u>		
Fireworks Display	150.00	160.00
Transient Merchant	150.00	160.00
Second Hand Dealer	250.00	265.00
Sign Erector	175.00	185.00
Liquor License - Full Inspection	1,450.00	1,540.00
Liquor License Owner Transfer/ No Inspection	400.00	425.00
Electronic Scooter	2,500.00	2,650.00
Paper Submission Fee	-	25.00

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

BE IT FURTHER RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2024/2025 fiscal year:

1. General Fund	FY 2025 Proposed	Council Changes	FY 2025 Adopted
<u>Estimated Revenues</u>			
Property Taxes	53,925,000		53,925,000
Income Taxes	42,750,000		42,750,000
Licenses & Permits	1,850,000		1,850,000
State Grants	25,850,000		25,850,000
Contributions	27,800,000		27,800,000
Charges for Services	10,180,000		10,180,000
Fines & Forfeitures	1,576,000		1,576,000
Interest & Rent	660,000		660,000
Other Revenue	409,000		409,000
Interfund Transfers In	100,000		100,000
Total Revenue	165,100,000	-	165,100,000
<u>Appropriations</u>			
City Council			
Personnel	541,858		541,858
Operating	193,843		193,843
Total	735,701	-	735,701
Mayor's Office			
Personnel	1,034,509		1,034,509
Operating	282,089		282,089
Total	1,316,598	-	1,316,598
Office of Community Media			
Personnel	651,522		651,522
Operating	76,009		76,009
Total	727,531	-	727,531
Finance Operations			
Personnel	1,578,106		1,578,106
Operating	532,454		532,454
Total	2,110,560	-	2,110,560
City Clerk's Office			
Personnel	1,152,251		1,152,251
Operating	801,810		801,810
Total	1,954,061	-	1,954,061

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

1. General Fund (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Internal Audit			
Personnel	195,192		195,192
Operating	8,159		8,159
Total	<u>203,351</u>	-	<u>203,351</u>
Treasury/Income Tax			
Personnel	1,997,312		1,997,312
Operating	900,488		900,488
Total	<u>2,897,800</u>	-	<u>2,897,800</u>
Assessing			
Personnel	1,521,803		1,521,803
Operating	233,461		233,461
Total	<u>1,755,264</u>	-	<u>1,755,264</u>
City Attorney's Office			
Personnel	2,407,024		2,407,024
Operating	300,998		300,998
Total	<u>2,708,022</u>	-	<u>2,708,022</u>
Human Resources			
Personnel	1,847,163		1,847,163
Operating	679,126		679,126
Total	<u>2,526,289</u>	-	<u>2,526,289</u>
Courts			
Personnel	4,823,927		4,823,927
Operating	1,494,273		1,494,273
Total	<u>6,318,200</u>	-	<u>6,318,200</u>
Police			
Personnel	47,833,586		47,833,586
Operating	9,284,341		9,284,341
Total	<u>57,117,927</u>	-	<u>57,117,927</u>
Fire			
Personnel	37,119,450		37,119,450
Operating	6,098,360		6,098,360
Total	<u>43,217,810</u>	-	<u>43,217,810</u>

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

1. General Fund (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Public Service			
Personnel	3,182,612		3,182,612
Operating	9,826,092		9,826,092
Total	13,008,704	-	13,008,704
Human Relations & Community Services			
Personnel	1,832,040		1,832,040
Operating	248,553		248,553
Total	2,080,593	-	2,080,593
Basic Human Services & Racial Equity			
Operating	2,235,000		2,235,000
Total	2,235,000	-	2,235,000
Economic Development and Planning			
Personnel	3,758,414		3,758,414
Operating	2,760,027		2,760,027
Total	6,518,441	-	6,518,441
Parks and Recreation			
Personnel	5,675,739		5,675,739
Operating	3,428,336		3,428,336
Total	9,104,075	-	9,104,075
Neighborhoods, Arts, and Citizen Engagement			
Personnel	1,094,223		1,094,223
Operating	433,913		433,913
Total	1,528,136	-	1,528,136
City Supported Agencies			
Operating	537,500		537,500
Total	537,500	-	537,500
City Recognitions			
Operating	10,000		10,000
Total	10,000	-	10,000

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

I. General Funds (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Non-Departmental			
Vacancy Factor	(1,500,000)		(1,500,000)
South Lansing District Library	145,000		145,000
Debt Service	1,346,312		1,346,312
Transfers Out	6,497,125		6,497,125
Total	6,488,437	-	6,488,437
Total General Fund Appropriation	165,100,000	-	165,100,000

II. Special Revenue Funds

Stadium Fund

Estimated Revenues

Charges for Services	472,320		472,320
Interest & Rent	5,680		5,680
Other Revenue	150,000		150,000
Interfund Transfers In	233,000		233,000
Total Revenues	861,000	-	861,000

Estimated Expenditures

Operating	5,721		5,721
Debt Service	855,279		855,279
Total Appropriations	861,000	-	861,000

Major Streets Fund

Estimated Revenues

Licenses & Permits	692,000		692,000
Federal Grants	1,175,000		1,175,000
State Grants	19,575,000		19,575,000
Charges for Services	618,000		618,000
Other Revenue	10,000		10,000
Appropriation of Fund Balance	1,400,000		1,400,000
Total Revenues	23,470,000	-	23,470,000

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

II. Special Revenue Funds (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Major Streets Fund (continued)			
<u>Estimated Expenditures</u>			
Personnel	2,166,683		2,166,683
Operating	3,926,069		3,926,069
Capital	13,125,000		13,125,000
Debt Service	252,248		252,248
Transfers Out	4,000,000		4,000,000
Total Appropriations	23,470,000	-	23,470,000
Local Streets Fund			
<u>Estimated Revenues</u>			
Property Taxes	150,000		150,000
State Grants	4,300,000		4,300,000
Interfund Transfers In	6,710,000		6,710,000
Total Revenues	11,160,000	-	11,160,000
<u>Estimated Expenditures</u>			
Personnel	2,677,127		2,677,127
Operating	3,327,773		3,327,773
Capital	4,535,000		4,535,000
Debt Service	620,100		620,100
Total Appropriations	11,160,000	-	11,160,000
Public Safety Revenue Sharing Fund			
<u>Estimated Revenues</u>			
State Grants	3,500,000		3,500,000
Total Revenues	3,500,000	-	3,500,000
<u>Estimated Expenditures</u>			
Personnel	2,430,000		2,430,000
Operating	1,070,000		1,070,000
Total Appropriations	3,500,000	-	3,500,000

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

II. Special Revenue Funds (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
HOME Grant Fund			
<u>Estimated Revenues</u>			
Federal Grants	833,394		833,394
Other Revenue	25,000		25,000
Total Revenues	858,394	-	858,394
<u>Estimated Expenditures</u>			
Personnel	91,330		91,330
Operating	153,664		153,664
Capital	613,400		613,400
Total Appropriations	858,394	-	858,394
Emergency Solutions Grant (ESG) Fund			
<u>Estimated Revenues</u>			
Federal Grants	181,593		181,593
Total Revenues	181,593	-	181,593
<u>Estimated Expenditures</u>			
Operating	181,593		181,593
Total Appropriations	181,593	-	181,593
Building Department Fund			
<u>Estimated Revenues</u>			
Licenses & Permits	2,865,000		2,865,000
Appropriation of Fund Balance	500,000		500,000
Total Revenues	3,365,000	-	3,365,000
<u>Estimated Expenditures</u>			
Personnel	2,515,057		2,515,057
Operating	849,943		849,943
Total Appropriations	3,365,000	-	3,365,000

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

II. Special Revenue Funds (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Community Development Block Grant (CDBG) Fund			
<u>Estimated Revenues</u>			
Federal Grants	2,070,597		2,070,597
Other Revenue	600,000		600,000
Interfund Transfers In	134,125		134,125
Total Revenues	2,804,722	-	2,804,722
<u>Estimated Expenditures</u>			
Personnel	1,057,483		1,057,483
Operating	465,471		465,471
Capital	1,281,768		1,281,768
Total Appropriations	2,804,722	-	2,804,722
Disaster Contingency Fund			
<u>Estimated Revenues</u>			
Federal Grants	500,000		500,000
Total Revenues	500,000	-	500,000
<u>Estimated Expenditures</u>			
Operating	500,000		500,000
Total Appropriations	500,000	-	500,000
Drug Law Enforcement Federal Fund			
<u>Estimated Revenues</u>			
Interest & Rent	200		200
Total Revenues	200	-	200
<u>Estimated Expenditures</u>			
Operating	200		200
Total Appropriations	200	-	200
Drug Law Enforcement State and Local Fund			
<u>Estimated Revenues</u>			
Fines & Forfeitures	60,500		60,500
Interest & Rent	500		500
Appropriation of Fund Balance	100,000		100,000
Total Revenues	161,000	-	161,000

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

II. Special Revenue Funds (continued)

**FY 2025
Proposed**

**Council
Changes**

**FY 2025
Adopted**

Drug Law Enforcement State and Local Fund (continued)

Estimated Expenditures

Operating	76,200		76,200
Capital	84,800		84,800
Total Appropriations	161,000	-	161,000

Tri-County Metro Fund

Estimated Revenues

Contributions	400,000		400,000
Fines & Forfeitures	50,000		50,000
Appropriation of Fund Balance	(200,000)		(200,000)
Total Revenues	250,000	-	250,000

Estimated Expenditures

Personnel	84,000		84,000
Operating	166,000		166,000
Total Appropriations	250,000	-	250,000

State & Federal Grants Fund

Estimated Revenues

State Grants	800,000		800,000
Total Revenues	800,000	-	800,000

Estimated Expenditures

Operating	800,000		800,000
Total Appropriations	800,000	-	800,000

Opioid Settlement Fund

Estimated Revenues

Other Revenues	201,000		201,000
Total Revenues	201,000	-	201,000

Estimated Expenditures

Operating	201,000		201,000
Total Appropriations	201,000	-	201,000

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

II. Special Revenue Funds (continued)

FY 2025 Proposed	Council Changes	FY 2025 Adopted
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Downtown Lansing, Inc. Fund

Estimated Revenues

Special Assessments	467,000	467,000
State Grants	1,095,000	1,095,000
Other Revenue	288,200	288,200
Interfund Transfers In	85,000	85,000
Total Revenues	1,935,200	1,935,200

Estimated Expenditures

Personnel	426,510	426,510
Operating	1,508,690	1,508,690
Total Appropriations	1,935,200	1,935,200

III. Capital Project Funds

Other Capital Projects Fund

Estimated Revenues

Charges for Services	450,000	450,000
Interest & Rent	555,368	555,368
Appropriation of Fund Balance	450,000	450,000
Interfund Transfers In	600,000	600,000
Total Revenues	2,055,368	2,055,368

Estimated Expenditures

Operating	300,000	300,000
Capital	380,000	380,000
Debt Service	555,368	555,368
Transfers Out	820,000	820,000
Total Appropriations	2,055,368	2,055,368

Parks Millage Capital Projects Fund

Estimated Revenues

Interfund Transfers In	2,635,000	2,635,000
Total Revenues	2,635,000	2,635,000

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

III. Capital Project Funds (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Parks Millage Capital Projects Fund (continued)			
<u>Estimated Expenditures</u>			
Operating	641,000		641,000
Capital	1,258,000		1,258,000
Transfers Out	736,000		736,000
Total Appropriations	2,635,000	-	2,635,000

IV. Enterprise Funds

Cemetery Fund

<u>Estimated Revenues</u>			
Charges for Services	318,000		318,000
Interest & Rent	10,000		10,000
Other Revenue	158,000		158,000
Interfund Transfers In	636,000		636,000
Total Revenues	1,122,000	-	1,122,000
<u>Estimated Expenditures</u>			
Personnel	715,745		715,745
Operating	376,255		376,255
Transfers Out	30,000		30,000
Total Appropriations	1,122,000	-	1,122,000

Municipal Parking System Fund

<u>Estimated Revenues</u>			
Charges for Services	4,580,000		4,580,000
Fines & Forfeitures	750,000		750,000
Other Revenue	45,000		45,000
Appropriation of Fund Balance	250,000		250,000
Total Revenues	5,625,000	-	5,625,000
<u>Estimated Expenditures</u>			
Personnel	2,198,207		2,198,207
Operating	1,851,193		1,851,193
Capital	860,500		860,500
Debt Service	715,100		715,100
Total Appropriations	5,625,000	-	5,625,000

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

IV. Enterprise Funds (continued)

	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Golf Fund			
<u>Estimated Revenues</u>			
Interfund Transfers In	100,000		100,000
Total Revenues	100,000	-	100,000

<u>Estimated Expenditures</u>			
Operating	100,000		100,000
Total Appropriations	100,000	-	100,000

Sewage Disposal System Fund

<u>Estimated Revenues</u>			
Licenses & Permits	50,000		50,000
Charges for Services	40,695,000		40,695,000
Interest & Rent	135,000		135,000
Other Revenue	20,000		20,000
Appropriation of Fund Balance	6,000,000		6,000,000
Total Revenues	46,900,000	-	46,900,000

<u>Estimated Expenditures</u>			
Personnel	7,832,395		7,832,395
Operating	10,426,573		10,426,573
Capital	15,800,000		15,800,000
Debt Service	12,841,032		12,841,032
Total Appropriations	46,900,000	-	46,900,000

Garbage and Rubbish Collection Fund

<u>Estimated Revenues</u>			
Charges for Services	3,600,000		3,600,000
Total Revenues	3,600,000	-	3,600,000

<u>Estimated Expenditures</u>			
Personnel	1,458,884		1,458,884
Operating	1,616,116		1,616,116
Capital	525,000		525,000
Total Appropriations	3,600,000	-	3,600,000

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

IV. Enterprise Funds (continued)	FY 2025 Proposed	Council Changes	FY 2025 Adopted
Recycling Fund			
<u>Estimated Revenues</u>			
Charges for Services	4,773,000		4,773,000
Interest & Rent	5,000		5,000
Other Revenue	5,000		5,000
Total Revenues	4,783,000	-	4,783,000
<u>Estimated Expenditures</u>			
Personnel	1,718,493		1,718,493
Operating	2,564,507		2,564,507
Capital	500,000		500,000
Total Appropriations	4,783,000	-	4,783,000

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2024/2025 fiscal year: