

AGENDA

Committee of the Whole December 2, 2024 at 5:30 PM



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

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
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. November 18, 2024
 4. **Public Comment on Agenda Items (Up to 3 Minutes)**
 5. **Discussion/Action:**
 - B. RESOLUTION - Appointment; Chelsea Dowler; City of Lansing member of the Capital Area Transportation Authority Board; Term to Expire September 30, 2025
 6. **Presentations:**
 - C. General Fund Status Report; Fiscal Year 2024-2025, 1st Quarter
 7. **Other**
- Closed Session**
- D. Pursuant to MCL 15.268(1)(h) of the Open Meetings Act, I hereby move that we recess into closed session to consult with the City Attorney to consider material exempt from discussion or disclosure by state statute. Specifically, to discuss 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).
- Reconvene**
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, November 18, 2024 @ 5:30 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER

Council President Garza called the meeting to order at 5:30 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 -arrived at 5:37 p.m.
Charles Randall, Internal Auditor
Chris Mumby, Mayors Office
Jennifer Czeiszperger, City Assessor
Brett Kaschinske, Parks and Recreation Director
John Gentilozzi
Paul Gentilozzi
Karl Dorshimer, LEDC
Kris Klein, LEDC

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM OCTOBER 28, 2024, AS PRESENTED. MOTION CARRIED 8-0.

Public Comment

No public comment at this time.

Discussion/Action

RESOLUTION -Principal Shopping District Special Assessment Roll
(2024,2025,2026,2027,2028)

Ms. Czeiszperger confirmed this is for the 2024 assessment tax roll, which is a 3%, and it was submitted late and that is why there is an urgency for the hearing and action in the same night.

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Council Member Spadafore asked for clarification on the roll for 2025-2028 and Ms. Czeiszperger confirmed the resolution does speak to the percentage increase for 2025-2028 and that is why it states that.

Council Member Hussain referenced the original referral which stated the percentage was 5%. Ms. Czeiszperger confirmed the original resolution was an error on her behalf and it has been corrected to what Council approved; 3%.

Ms. Pehlivanoglu noted downtown businesses, and warehouse businesses on the roll and asked if the type of businesses determined where you were assessed or not assessed. Ms. Czeiszperger explained there is a difference between non-profits who have a reduced rate, and tax funded government are not assessed, and then businesses; not type of business. Council Member Hussain asked if that was driven by state statute, and Ms. Czeiszperger state the percentage is driven by the Council resolution but not familiar if the state statute speaks to it also. Council Member Spadafore noted code 211.7 speaks to state exemption status, so it so those are state statute.

Council Member Hussain noted that zones are assessed at different rates, and why Zone A pays more. Ms. Czeiszperger confirmed Zone A is in the "heart" where most of the events occur and businesses, and other zones support that area.

Council Member Garza referred to a correspondence Council received from a wholesaler and asked how they would get rated, and Ms. Czeiszperger confirmed it is different and lower.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE PRINCIPAL SHOPPING DISTRICT SPECIAL ASSESSMENT ROLL FOR 2024,2025,2026,2027,2028. MOTION CARRIED 8-0.

RESOLUTION – Ballot Proposal; Parks and Recreation Millage Renewal

Mr. Kaschinske explained to the committee that this has been around since 1990, and this would be for the August 2025 ballot. This will be a one mill millage renewal and goes for a number of parks and recreation systems, maintenance of the park system, cemetery, golf, and comes in every year in form of the budget. At the same time of the budget they speak to how to spend. Mr. Kaschinske confirmed this would be a 5-year for 2026-2031 assessed in the next fiscal year.

Council Member Hussain asked what the actual amount would estimate to be and Mr. Kaschinske estimated it at around \$3.2-\$3.3 million, but could confirm the exact amount and get it back to council. Council Member Hussain asked if when they apply for grants, does having millage supported in place, score better on their grant applications. Mr. Kaschinske confirmed any grant applications want to see a grant match from the municipality, so this allows for the match with DNR, trust fund grants, county, and bring them able to leverage.

Council Member Hussain asked where they were at with their 5-year master plan. Mr. Kaschinske confirmed they have engaged Spicer Group and in 2025 they will have meetings with the public to see what they want to see for the next five year parks master plan. The plan will be due February 2026.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE PARKS AND RECREATION MILLAGE RENEWAL BALLOT PROPOSAL. MOTION CARRIED 8-0.

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RESOLUTION – Set Public Hearing; Transformational Brownfield Plan #87; New Vision (Multiple Addresses)

Mr. Dorshimer made introductions and began speaking on the five (5) projects that will be completed within 5 years and over \$300 million in investment. The request for Committee and Council was to set the public hearing for December 2, then plan to have action on December 16th to approve the brownfield plan.

The Gentilozzi's spoke first on their past work projects in the city, and then went over the presentation in the pack. Since the initial meeting with Council, there is a 25% increase with adding in an Old Town project and increases in two other projects. Highlighted on the Washington Square and Tower on Grand was that some work has started, gone out to bid and the packet provided scope details. Highlighted in the Old Town project was utilizing a current parking lot with retail and apartments. The presentation continues to outlined each project. Regarding the Tower on Grand they highlight proposed improvements along the river walk trail, a bridge across the grand river, and parking improvements. Regarding the fundamentals of the economic construction costs, for every \$100 they pay, the city keeps \$13, they get reimbursed \$87.

Council Member Spadafore referred back to the update on Washington property where it was noted it was already started, and he asked what progress they had made. It was acknowledged they have started demolition, and they hope to occupy in Fall 2025. The hope to have "coming soon" signs up after the Brownfield approval. Council Member Spadafore asked what portion of the \$15 million brownfield eligible is public improvements and what they are. The Gentilozzi's noted the bridge over the river and river trail upgrades, between Shiawassee and Kalamazoo, and they are working with other stakeholders on lighting as well. Council Member Spadafore asked for confirmation it would only be on the riverfront, and Mr. Dorshimer noted that is still to be determined, once plans are approved they will put together a working group for ideas and use to leverage. Council Member Spadafore asked how the public improvements were being financed, and the Gentilozzi's noted it would be a combination; for the river walk the developer is putting in \$3 million, and BWL is also participating. Council Member Spadafore asked again about the \$15 million, and Mr. John Gentilozzi stated that the money retained by the LBRA taken from the tax payments from developer and accumulated. Can be leveraged later on; sold for present value, overall they are trying to accomplish to bring people who have a common interest to provide space and funding. Council Member Spadafore asked about the proposed 25% parking increase, and asked if they have had discussions on using the existing parking to meet their demand. Mr. Paul Gentilozzi provided examples of residential needs on site based on their research. Council Member Spadafore noted it will be a \$316 million total project, \$63 million state grants, and wanted to know how much tax capture would be coming back. Mr. Dorshimer stated there are different types; traditional captures property taxes \$88 million to the developer, but the total amount is doubled. Council Member Spadafore asked again for the total amount of Brownfield eligible activity would be coming back, and how much reimbursed over the life. Mr. John Gentilozzi stated that under Act 381 Brownfield, \$88 million, of which that is the limit of the increment created. A further \$30 million that will go unreimbursed because they do not meet the increment.

Council Member Jackson asked Mr. Dorshimer if during the LEDC negotiations with the developer on the Brownfield, how the City benefits, and also asked if the requested 30 year span can be shortened. Mr. Dorshimer stated they are asking for 30 because it takes that long to be reimbursed, there is a majority stated sources stop at 20, and 30 is the maximum they can ask for. Council Member Jackson asked again what the City benefits from out of this so that LEDC negotiated in the best interest of the City. Mr. Dorshimer stated there is a certain amount for public improvements, and once the term expires, the funds go to the City.

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Mr. John Gentilozzi added that throughout the life of the plan, the LBRA will receive \$186,000 per year to fund; \$3.75 million total. They collection \$15 million infrastructure, and \$9 mill interest. These projects will bring additional units in downtown and an estimated \$750,000 in income tax increase. Council Member Jackson asked about offering some of the units to Section 8 vouchers. Mr. Paul Gentilozzi stated that is a program they do not qualify for; it is a complex program for developers to qualify. Council Member Jackson asked them to look into why they cannot do it legally.

Council Member Hussain asked about a time line; if they need MEDC approval, etc. Mr. Paul Gentilozzi stated they met with MEDC on 11/10, and they have an independent outside review with Anderson Company which has adjusted their schedule.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR DECEMBER 2, 2024. MOTION CARRIED 8-0.

Adjourn

The meeting adjourned at 6:50 pm

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

Application for Appointment to Board or Commission

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

Certain boards, commissions, or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission, or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

Date	07/01/2024
First Name	Chelsea
Middle	Megan
Last Name	Dowler
Other name(s) by which you have been known, including maiden names	Kazlauskas
Date of Birth	
Home Address	319 N Hayford Ave
Zip Code	48912
Email	kazlauskasc1@gmail.com
Gender	female
If you don't know which ward you live in, visit the Lansing Neighborhoods Ward Map and type in your address to find out!	
Ward	Ward 1
Best Phone Number to Contact You	2695792464

In what year did you move to Lansing?	2019
Additional Information Regarding Experience and Credentials	CATA passenger. Professional experience in transportation research/policy and economic development.
Occupational Background	February 2024 to present - Lansing Economic Development Corporation (Projects Coordinator). January 2023 to January 2024 - Citizens Research Council of Michigan (local government researcher). May 2018 to June 2022 - Michigan Legislative Service Bureau (research areas focused on regulatory affairs, transportation, and housing).
Educational Background	Master of Public Policy from Michigan State University (received 2018). Bachelor of Arts in Economics from Michigan State University (received 2016).
First Choice for Board to Serve on	Capital Area Transportation Authority (CATA)
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I am passionate about public transit and believe CATA's success is essential to Lansing's economic growth and prosperity. I live in a neighborhood right off the 1 route and take it frequently. I recognize that other CATA routes are not as fast, frequent, or reliable and that can present challenges to residents. As a board member, I would make decisions that align with the goal of fast, frequent, and reliable service for all routes.
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to Background Check Authorization	I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.	Chelsea Dowler
Date & Time	07/01/2024 12:00 PM (EDT)
Receive an email copy of this form.	Yes

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

WHEREAS, the Mayor has made the recommendation for appointment of Chelsea Dowler as a City of Lansing member of the Capital Area Transportation Authority Board for a term to expire September 30, 2025; and

WHEREAS, the Mayor's office has confirmed with this resolution, that they have vetted the applicant based on the original application and believes that the applicant meets the qualifications as required by the City Charter; and

WHEREAS, the Committee of the Whole met on December 2, 2024 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Chelsea Dowler as a City of Lansing member of the Capital Area Transportation Authority Board for a term to expire September 30, 2025.

General Fund Status Report – FY 2025 1st Quarter

General Fund Summary

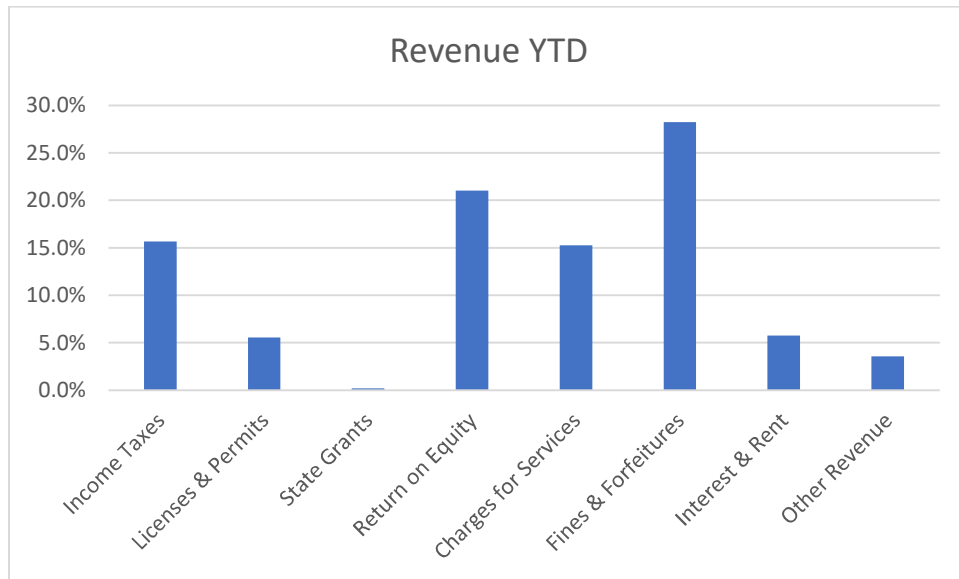
For FY25, the City adopted a budget of \$165.2 million in total revenue including transfers and \$165.4 million in total expenditures. The difference will be made by use of fund balance (\$175,000).

As of 6/30/2023, the General Fund balance is \$29.66M, 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.

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

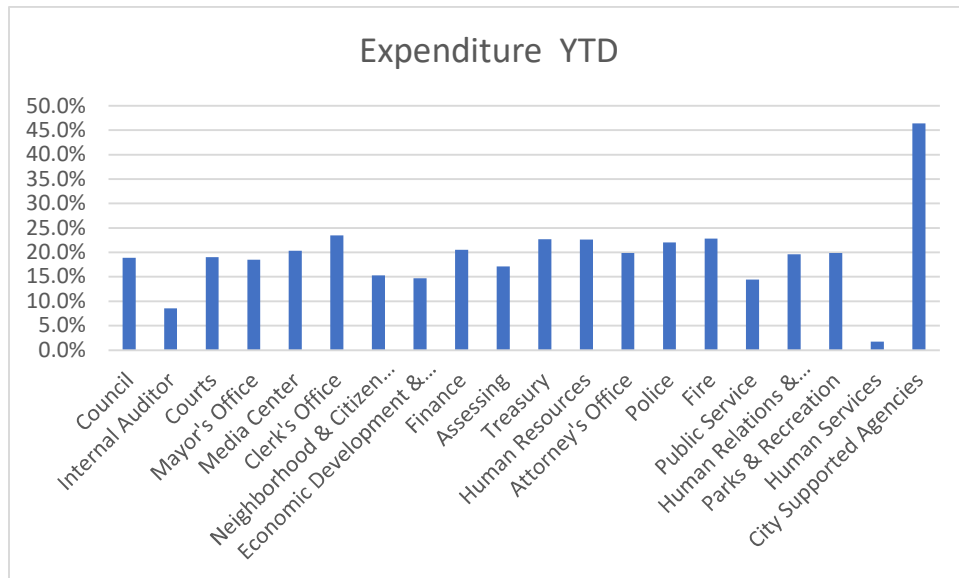
Revenue Summary



General Fund revenue collected through the first quarter of fiscal year 2024-2025 were over \$63M, 38.1% of the budget.

- **Property Taxes (32.6% of GF revenue budget)** are largely collected at the beginning of the fiscal year. They were initially estimated to be \$53.9M. At the end of the first quarter, tax billings were roughly \$54.1M.
- **Income Tax (25.8% of GF revenue budget)** collections were \$6.7M (15.6% of its budgeted \$42.7M). Accruals are being processed in the ledger but are manually estimated and incorporated into the report.
- **Licenses and Permits (1.1% of GF revenue budget)** are estimated to be \$1.85M. The City has received 5.6% of the budgeted amount.
- **State Grants (15.6% of GF revenue budget)** are budgeted to be \$25.8M in revenue. Quarter 1 YTD is trending with the three-year average. The first payment for revenue sharing is to be received in October (no change from previous years) and we are watching for whether the State will formally create a revenue sharing trust fund to provide additional stability going forward, with legislative activity presumed to occur on this topic after the upcoming election.
- **Return on Equity (ROE) (16.8% of GF revenue budget)** represents payment to the City from the Board of Water & Light. The contract is 6% of budget and we will receive the full payment budgeted by BWL. We received the first payment of \$7,185,378.76 in October.
- **Charges for Services (6.2% of GF revenue budget)** are trending lower than the three-year average for the first quarter.
- **Fines and Forfeitures (1% of GF revenue budget)** are budgeted to be about \$1.6M. Quarter-to-date, they are trending above expectations.
- **Interest and Rents (0.4% of GF revenue budget)** are budgeted to be \$660,000 in FY25. The quarter-to-date amount is almost \$38,000.
- **Other Revenues (0.2% of GF revenue budget)** are a very small percentage of the General Fund budget and below the three-year average due to the city creating a separate fund for the opioid settlement money.

Expenditure Summary



General Fund expenditures are slightly above the 3-year average by 0.7%.

Human Resources

- Expenditures are higher than prior year averages due to the department catching up with internal vacancies.

City Supported Agencies

- Higher expenditures are due to timing of individual initiatives including the racial justice equity alliance and the charter commission.

Vacancy Factor

There are a total of 39 vacancies in the General Fund and 69 in other funds. This totals over \$1.65M in estimated vacancy savings in the first quarter. Total vacancies are down by 51 compared to FY24 Q1.

15 vacant police officer positions were adopted as part of the Public Safety Fund, contingent upon Michigan Senate on HB 4605 & 4606 to formally approve this funding. These vacancies are not counted towards the vacancy factor as funding is reliant on these bills.

Positions that were filled after 9/30/2024 include the Commercial/Industrial Appraiser, arborist, two maintenance workers, two premise officers, and a WWTP Laboratory Supervisor.

General Fund Revenues
FY2025 Q1
July 1, 2024 - September 30, 2024

	FY 2025 Adopted Budget	FY 2025 Q1 YTD	FY25 Q1 Percent YTD	3 Year Q1 Percent Average
<u>Property Taxes</u>				
Non-Dedicated	40,375,000	40,574,184		
Dedicated - Police	4,065,000	4,065,000		
Dedicated - Fire	4,065,000	4,065,000		
Dedicated - Roads	2,710,000	2,710,000		
Dedicated - Parks	2,710,000	2,710,000		
Total	53,925,000	54,124,184	100.4%	106.6%
<u>Income Taxes</u>				
City Income Tax	42,750,000	6,689,098		
Total	42,750,000	6,689,098	15.6%	16.5%
<u>Licenses & Permits</u>				
Business Licenses	101,880	19,867		
Cable Franchise Fees	900,000	-		
Medical Marijuana Licenses	800,000	75,000		
Non-Business Licenses	25,120	5,461		
Buildings Licenses & Permits	23,000	2,547		
Total	1,850,000	102,875	5.6%	10.1%
<u>State Grants</u>				
Public Safety	2,500,000	-		
Other State Grants	1,475,000	49,304		
Reimbursements	1,800,000	-		
Revenue Sharing	19,075,000	-		
Capital City Allocation	1,000,000	-		
Total	25,850,000	49,304	0.2%	0.3%
<u>Return on Equity</u>				
Board of Water and Light	27,500,000	-		
Sewage Disposal System	300,000	-		
Total	27,800,000	-	0.0%	0.0%

Charges for Services

Fees	89,700	14,841		
Services Rendered	1,800,700	603,971		
Building Inspection Fees	2,125,000	586,251		
Services To Others	54,400	44,280		
Central Stores/Notary	2,000	40		
Public Safety Services	163,800	37,742		
Ambulance Transport Fees	5,450,000	71,712		
Sales	2,200	40		
Use & Admission Fees	617,200	213,190		
Total	10,305,000	1,572,067	15.3%	22.1%

Fines & Forfeitures

Fines & Forfeitures	1,576,000	444,676		
Total	1,576,000	444,676	28.2%	20.7%

Interest & Rent

Interest Income	445,000	17,207		
Rental Income	215,000	20,680		
Total	660,000	37,888	5.7%	10.3%

Other Revenue

Donations & Contributions	131,500	8,808		
Miscellaneous	157,500	5,748		
Sale of Capital Assets	120,000	11		
Total	409,000	14,567	3.6%	16.8%

Interfund Transfers In

Interfund Transfers In	100,000	-		
Total	100,000	-	0.0%	0.0%

Use of Fund Balance

Fund Balance	175,000	-		
Total	175,000	-	0.0%	0.0%

Total General Fund Revenues

165,400,000	63,034,659	38.1%	43.1%
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General Fund Expenditures
FY2025 Q1
July 1, 2024 - September 30, 2024

Appropriations	FY2025 Adopted Budget	FY2025 Amended Budget	FY 2025 Q1 YTD	FY25 Q1 Percent YTD	3 Year Q1 Percent Average
<u>Council</u>					
Personnel	541,858.00	541,858.00	114,763		
Operating	193,843.00	193,843.00	24,054		
Total	735,701.00	735,701.00	138,817	18.9%	18.3%
<u>Internal Auditor</u>					
Personnel	195,192.00	195,192.00	15,566		
Operating	8,159.00	8,159.00	1,750		
Total	203,351.00	203,351.00	17,316	8.5%	16.5%
<u>Courts</u>					
Personnel	4,823,927.00	4,823,927.00	1,012,090		
Operating	1,494,273.00	1,494,273.00	189,049		
Total	6,318,200.00	6,318,200.00	1,201,139	19.0%	20.2%
<u>Mayor's Office</u>					
Personnel	1,034,509.00	1,034,509.00	201,546		
Operating	282,089.00	282,089.00	41,568		
Total	1,316,598.00	1,316,598.00	243,113.27	18.5%	20.0%
<u>Media Center</u>					
Personnel	651,522.00	651,522.00	127,263		
Operating	76,009.00	76,009.00	20,467		
Total	727,531.00	727,531.00	147,730	20.3%	19.5%
<u>Clerk's Office</u>					
Personnel	1,152,251.00	1,152,251.00	315,731		
Operating	801,810.00	801,810.00	142,171		
Total	1,954,061.00	1,954,061.00	457,903	23.4%	22.2%
<u>Neighborhood & Citizen Engagement</u>					
Personnel	1,094,223.00	521,226.00	119,991		
Operating	608,913.00	413,178.00	22,859		
Total	1,703,136.00	934,404.00	142,850	15.3%	17.4%
<u>Economic Development & Planning</u>					
Personnel	3,883,414.00	4,089,058.00	849,892		
Operating	2,760,027.00	3,323,115.00	241,181		
Total	6,643,441.00	7,412,173.00	1,091,073	14.7%	32.5%
<u>Finance</u>					
Personnel	1,578,106.00	1,578,106.00	361,438		
Operating	532,454.00	532,454.00	71,528		
Total	2,110,560.00	2,110,560.00	432,966	20.5%	19.5%
<u>Assessing</u>					
Personnel	1,521,803.00	1,521,803.00	266,426		
Operating	233,461.00	233,461.00	33,560		
Total	1,755,264.00	1,755,264.00	299,986	17.1%	16.0%
<u>Treasury</u>					
Personnel	1,997,312.00	1,997,312.00	481,052		
Operating	900,488.00	900,488.00	175,246		
Total	2,897,800.00	2,897,800.00	656,297	22.6%	20.4%
<u>Human Resources</u>					
Personnel	1,847,163.00	1,847,163.00	409,857		
Operating	679,126.00	679,126.00	161,414		
Total	2,526,289.00	2,526,289.00	571,271	22.6%	15.3%

<u>Attorney's Office</u>					
Personnel	2,407,024.00	2,407,024.00	480,027		
Operating	300,998.00	300,998.00	57,834		
Total	2,708,022.00	2,708,022.00	537,861	19.9%	19.2%
<u>Police</u>					
Personnel	47,833,586.00	47,833,586.00	11,291,760		
Operating	9,284,341.00	9,284,341.00	1,273,014		
Total	57,117,927.00	57,117,927.00	12,564,774	22.0%	21.1%
<u>Fire</u>					
Personnel	37,119,450.00	37,119,450.00	9,136,885		
Operating	6,098,360.00	6,098,360.00	731,598		
Total	43,217,810.00	43,217,810.00	9,868,483	22.8%	21.9%
<u>Public Service</u>					
Personnel	3,182,612.00	3,182,612.00	617,610		
Operating	9,826,092.00	9,826,092.00	1,262,487		
Total	13,008,704.00	13,008,704.00	1,880,097	14.5%	21.3%
<u>Human Relations & Community Service</u>					
Personnel	1,832,040.00	1,832,040.00	367,653		
Operating	248,553.00	248,553.00	40,191		
Total	2,080,593.00	2,080,593.00	407,844	19.6%	17.7%
<u>Parks & Recreation</u>					
Personnel	5,675,739.00	5,675,739.00	1,237,065		
Operating	3,428,336.00	3,428,336.00	572,129		
Total	9,104,075.00	9,104,075.00	1,809,194	19.9%	16.5%
<u>Human Services</u>					
Operating	2,235,000.00	2,235,000.00	38,507		
Total	2,235,000.00	2,235,000.00	38,507	1.7%	4.6%
<u>City Supported Agencies</u>					
Operating	537,500.00	537,500.00	249,170		
Total	537,500.00	537,500.00	249,170	46.4%	9.6%
<u>City Recognitions</u>					
Operating	10,000.00	10,000.00	-		
Total	10,000.00	10,000.00	-	0.0%	0.0%
<u>Non-Departmental</u>					
Vacancy Factor	(1,500,000.00)	(1,500,000.00)	-	0.0%	0.0%
S. Lansing Distric Library	145,000.00	145,000.00	37,667	26.0%	23.1%
Debt Service	1,346,312.00	1,346,312.00	-	0.0%	0.0%
Net Transfers	6,497,125.00	6,497,125.00	6,497,125	100.0%	100.0%
Total	6,488,437.00	6,488,437.00	6,534,792		
General Fund Total Expenditures	165,400,000.00	165,400,000.00	39,291,183	23.8%	23.1%

Vacancy Factor Report

Quarter Ending September 30, 2024

Department	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Vacancies Counted Toward General Fund Vacancy Factor						
MAYOR	DPCFSTAF	DEPUTY MAYOR/CHIEF OF STAFF	MAYOR	1.00	7/1/2024	46,343
PUBLIC MEDIA CENTER	PTMYRSTF	PT MAYORAL STAFF	MAYOR	0.50	7/1/2024	5,217
PUBLIC MEDIA CENTER	PTMYRSTF	PT MAYORAL STAFF	MAYOR	0.50	7/1/2024	5,217
HRCS	NEW	PREVAILING WAGE SPECIALIST	T214NS	1.00	7/1/2024	12,174
HRCS	NEW	SECRETARY	T243CTP	1.00	7/1/2024	9,151
CODE COMPLIANCE	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	1.00	7/1/2024	12,731
CODE COMPLIANCE	LDHOUSIN	LEAD HOUSING INSPECTOR	T243SUPV	1.00	8/21/2022	18,840
CODE COMPLIANCE	PRMISOFF	PREMISE OFFICER	T243CTP	1.00	7/1/2024	10,056
CODE COMPLIANCE	PRMISOFF	PREMISE OFFICER	T243CTP	1.00	7/1/2024	10,056
CODE COMPLIANCE	PKFLDSUP	FIELD SUPERVISOR	T243SUPV	1.00	3/6/2024	14,002
ASSESSOR	COMINDAP	COMMERICAL/INDUSTRIAL APPRAISER	T243CTP	1.00	6/15/2022	24,271
ASSESSOR	RESAPPLD	RESIDENTIAL APPRAISER	T243CTP	1.00	10/18/2019	18,060
ASSESSOR	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243CTP	1.00	5/24/2019	15,558
ASSESSOR	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	1.00	10/5/2017	CONTRACT
TREASURY	ACCOUNT34	ACCOUNTANT34	T243CTP	1.00	8/1/2024	9,592
TREASURY	TRESYINV	TREASURERY INVESTIGATOR	T243CTP	1.00	9/30/2024	202
TREASURY	INTAXAUD	INCOME TAX AUDITOR	T243CTP	1.00	8/1/2024	8,694
TREASURY	ADMST28	ADMINISTRATIVE ASSISTANT	T243CTP	1.00	10/8/2022	14,827
TREASURY	CUSTRP	CUSTOMER SERVICE CLERK	T243CTP	1.00	8/20/2022	8,348
HUMAN RESOURCES	NEW	DISPUTES AND RESOLUTIONS	T243CTP	1.00	7/1/2024	17,936
CITY ATTORNEY	LGLADVSR	LEGAL ADVISOR	T214 NS	1.00	7/1/2020	19,013
CITY ATTORNEY	ASTATY36	ASSISTANT CITY ATTORNEY	T214 NS	1.00	12/1/2023	25,592
PUBLIC SERVICE/BUILDINGS	CUSTOWKR	CUSTODIAL WORKER 300	UAW	1.00	12/3/2021	10,593
PUBLIC SERVICE/BUILDINGS	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	2/10/2024	12,588
PUBLIC SERVICE/BUILDINGS	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	1/17/2024	12,588
PUBLIC SERVICE/BUILDINGS	FACMTWKR	SKILLED TRADES WORKER	UAW	1.00	6/15/2024	12,588
POLICE - ADMIN	ADMSPC31	ADMINISTRATIVE SPECIALIST 31	T214 NS	1.00	12/28/2011	CONTRACT
POLICE - ADMIN	ASTPOLCF	ASSISTANT POLICE CHIEF	NBSUPV	1.00	7/1/2024	24,898
POLICE - DETENTION	POLOFFCR	POLICE OFFICER 1	CCLPNS	1.00	01/31/23	19,946
POLICE - DETENTION	DETENOFF	DETENTION OFFICER	T243CTP	1.00	01/19/24	18,959
POLICE - INVESTIGATIONS	DETECT2C	DETECTIVE IIC	CCLP NS	1.00	5/1/2021	21,323
POLICE - INVESTIGATIONS	DCTVCSI	CSIINVESTIGATOR	CCLP NS	1.00	09/24/22	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	10/07/23	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	06/01/23	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/14/22	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	02/14/23	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	06/16/22	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	12/17/22	13,956
POLICE - INVESTIGATIONS	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	05/06/23	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	02/20/24	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	03/25/24	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	03/09/24	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/01/24	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/01/24	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/01/24	13,956
POLICE - PATROL	POLOFFCR	POLICE OFFICER 1	CCLP NS	1.00	07/01/24	13,956
FIRE - LOGISTICS	MATALSP3	MAINTENANCE ALARM SPECIALIST	IAFF	1.00	7/1/2022	14,932
FIRE - PREVENTION	INSPECT4	INSPECTORIV	IAFF	1.00	3/11/2023	22,463
FIRE - OPERATIONS	CAPTAIN4	CAPTAINIV	IAFF	1.00	9/15/2024	OVERTIME
FIRE - OPERATIONS	CAPTAIN4	CAPTAINIV	IAFF	1.00	9/30/2024	OVERTIME
FIRE - OPERATIONS	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	9/21/2024	OVERTIME
FIRE - OPERATIONS	FIRFIGTR	FIRE FIGHTER	IAFF	1.00	9/21/2024	OVERTIME
FIRE - TRAINING	SECRY26	SECRETARY	T243CTP	1.00	9/8/2023	10,524
PARKS/BUSINESS & MANAGEMENT	ADMSPC27	ADMINISTRATIVE SPECIALIST	T243CTP	1.00	3/29/2024	9,588
PARKS/COMMUNITY CENTERS	PTCLRK23	PT CLERK 23	T243CTP	0.50	9/6/2024	1,025
PARKS/COMMUNITY CENTERS	PTCLRK22	PT CLERK 22	T243CTP	0.50	7/24/2023	3,801
1st Quarter Vacancy factor:				39.00		711,044

Vacancy Factor Report

Quarter Ending September 30, 2024

Department	PCN	Position Description	Bargaining Unit	FTE	Vacancy	Vacancy Factor
Non-Vacancy Factor (non-General Fund) Vacancies						
PUBLIC SERVICE/O&M	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	2/5/2024	18,959
PUBLIC SERVICE/O&M	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	9/19/2023	11,587
PUBLIC SERVICE/O&M	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	6/18/2022	11,587
PUBLIC SERVICE/O&M	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	3/31/2022	11,587
PUBLIC SERVICE/O&M	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	1/16/2022	11,587
PUBLIC SERVICE/O&M	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	12/2/2023	11,587
PUBLIC SERVICE/O&M	SNMATWKR	MAINTENANCE WORKER	UAW	1.00	3/26/2021	11,587
PUBLIC SERVICE/O&M	SWRTMWK5	SEWER MAINTENANCE WORKER	UAW	1.00	3/15/2023	13,613
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW	1.00	2/22/2023	12,588
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW	1.00	7/1/2024	12,588
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW	1.00	2/22/2023	12,588
PUBLIC SERVICE/O&M	SOLWASOP	SOLID WASTE OPERATOR	UAW	1.00	7/1/2024	12,588
PUBLIC SERVICE/O&M	CEMATWK2	CEMETARY WORKER	UAW	1.00	7/1/2024	12,588
PUBLIC SERVICE/O&M	CRTFNWRK	CONCRETE FINISHER-WORKER	UAW	1.00	7/1/2024	12,588
PUBLIC SERVICE/O&M	EQPOPWK4	EQUIPMENT OPERATOR	UAW	1.00	7/11/2024	11,062
PUBLIC SERVICE/O&M	MANTWKR3	MAINTENANCE WORKER	UAW	1.00	7/1/2024	11,587
PUBLIC SERVICE/O&M	MANTWKR3	MAINTENANCE WORKER	UAW	1.00	4/19/2023	11,587
PUBLIC SERVICE/O&M	MANTWKR3	MAINTENANCE WORKER	UAW	1.00	9/9/2024	2,809
PUBLIC SERVICE/O&M	MANTWKR3	MAINTENANCE WORKER	UAW	1.00	7/27/2024	8,075
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER	UAW	1.00	4/15/2024	12,588
PUBLIC SERVICE/O&M	SRMANUP	SENIOR MAINTENANCE SUPERVISOR 37	T243SUPV	1.00	8/16/2024	7,494
PUBLIC SERVICE/O&M	SOLWASOP	SOLID WASTE OPERATOR	UAW	1.00	7/1/2024	12,588
PUBLIC SERVICE/O&M	SOLWASOP	SOLID WASTE OPERATOR	UAW	1.00	4/25/2024	12,588
PUBLIC SERVICE/O&M	MANTWKR3	MAINTENANCE WORKER	UAW	1.00	8/28/2021	11,587
PUBLIC SERVICE/O&M	SWRMTWK3	SEWER MAINTENANCE WORKER	T243SUPV	1.00	1/31/2022	13,613
PUBLIC SERVICE/O&M	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	1.00	12/4/2021	18,959
PUBLIC SERVICE/O&M	SOLWASUP	SOLID WASTE SUPERVISOR	T243SUP	1.00	8/15/2020	17,174
ED&P/BUILDING SAFETY	PLNREVSU	PLAN REVIEW SUPERVISOR	T214SUPV	1.00	1/8/2022	20,934
ED&P/BUILDING SAFETY	MECINSPC	MECHANICAL INSPECTOR	T243CTP	1.00	6/30/2023	18,959
ED&P/BUILDING SAFETY	BLDINSPC	BUILDING INSPECTOR	T243CTP	1.00	3/26/2024	17,174
ED&P/BUILDING SAFETY	PENMETEOF	PERMITS ENFORCEMENT OFFICER	T243CTP	1.00	1/1/2024	18,959
ED&P/CDBG	NEW	ASSISTANT DEVELOPMENT MGR	T214SUPV	1.00	7/1/2024	17,063
ED&P/CDBG	DEVELMGR	DEVELOPMENT MANAGER	NBSUPV	1.00	7/19/2024	17,766
ED&P/CDBG	HSREHAGT	HOUSING REHAB AGENT	T243CTP	1.00	7/1/2024	12,731
ED&P/PARKING	CUSTSRP	CUSTOMER SERVICE REP	T243CTP	1.00	8/17/2024	3,921
ED&P/PARKING	SRLEDCSR	SENIOR LEAD CUST SRVC REP	T243CTP	1.00	7/1/2024	11,042
ED&P/PARKING	PKGRVCOL	PARKING REVENUE AMBASSADOR	UAW	1.00	3/27/2023	9,781
ED&P/PARKING	PKGRVCOL	PARKING REVENUE AMBASSADOR	UAW	1.00	6/15/2024	9,781
PUBLIC SERVICE/WWTP	LABTECHN	LABORATORY TECHNICIAN	T243CTP	1.00	7/1/2024	10,524
PUBLIC SERVICE/WWTP	LABSUP-TBD	LAB SUPERVISOR	T243SUP	1.00	7/1/2017	18,959
PUBLIC SERVICE/WWTP	ELECTECH	ELECTRICAL TECHNICIAN	T243CTP	1.00	10/5/2006	16,359
PUBLIC SERVICE/WWTP	WWMATWK6	WASTE WATER PLANT LABORER	UAW	1.00	7/12/2019	12,588
PUBLIC SERVICE/WWTP	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	1.00	10/23/2015	17,174
PUBLIC SERVICE/WWTP	UTLELWKR	UTILITY ELECTRICAL WORKER	UAW	1.00	10/1/2022	13,613
PUBLIC SERVICE/WWTP	FIELDTEC	FIELD TECHNICIAN	T243CTP	1.00	7/1/2024	10,524
PUBLIC SERVICE/WWTP	WWMATWK7	WASTEWATER MAINTENANCE WKR 400	UAW	1.00	11/4/2023	11,587
PUBLIC SERVICE/WWTP	LABTECHN	LABORATORY TECHNICIAN	T243CTP	1.00	6/30/2023	10,524
PUBLIC SERVICE/WWTP	INSTRTEC	INSTRUMENTATION TECHNICIAN	T243CTP	1.00	3/2/2024	10,524
PUBLIC SERVICE/WWTP	STORKPR4	STOREKEEPER/PARTS WORKER	UAW	1.00	1/21/2024	12,588
PUBLIC SERVICE/WWTP	WWPNTOP6	WASTEWATER MAINTENANCE WKR 600	UAW	1.00	5/27/2020	13,613
PUBLIC SERVICE/FLEET	RADIOTEC	RADIO INST. TECHNICIAN	T243CTP	1.00	7/14/2023	10,524
PUBLIC SERVICE/FLEET	VEHWKR04	VEHICLE MAINTENANCE WORKER 400	UAW	1.00	5/6/2024	11,587
PUBLIC SERVICE/FLEET	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/1/2017	15,558
PUBLIC SERVICE/FLEET	ATGARSUP	ASSIST SHIFT GARAGE SUPERVISOR	T243SUP	1.00	7/12/2019	15,558
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	4/1/2024	13,613
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	3/29/2019	13,613
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	5/13/2019	13,613
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	8/17/2019	13,613
PUBLIC SERVICE/FLEET	SRVCSPEC	SERVICE SPECIALIST	T243CTP	1.00	9/20/2019	12,269
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	6/4/2022	13,613
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	7/21/2021	13,613
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	12/16/2023	13,613
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW	1.00	10/28/2023	13,613
PUBLIC SERVICE/ENGINEERING	ADMSPC30	ADMINISTRATIVE SPECIALIST	T243CTP	1.00	12/1/2023	11,042
PUBLIC SERVICE/ENGINEERING	ENGINR38	ENGINEER 38	T214NS	1.00	1/26/2023	24,353
PUBLIC SERVICE/ENGINEERING	ENGINR38	ENGINEER 38	T214NS	1.00	6/6/2019	24,353
PUBLIC SERVICE/ENGINEERING	BFINMGMT	BUSINESS AND FINANCIAL MANAGER	T243CTP	1.00	7/1/2024	17,936
PUBLIC SERVICE/ENGINEERING	TRANSENG	TRANSPORTATION ENGINEER	NB SUPV	1.00	1/1/2020	28,898
INFORMATION TECHNOLOGY	NEW	TELECOMMUNICATIONS TECHNICIAN	T243CTP	1.00	7/1/2024	13,344
1st Quarter Vacancy factor:				69.00		940,340

Total Q1 Vacancy Factor

108.00

1,651,384



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

MEMO: 241118 General Fund Status and Vacancy Report - DRAFT

Date: November 18, 2024
To: Committee Of the Whole
From: Charles H Randall, Internal Auditor

Overview

General Fund Status Report compares activity from first 25% of FY 2025 against full year budget, not adjusted for pro rata, seasonality, or known / expected variability.

Revenue variability adjustments to budget (in-line w/ 3-year average):

- Property Tax front loading – 100%
- Income Tax seasonality – 16%
- LBWL payment timing – 0%
- State Grant payment timing – 0%

Revenue actuals compared to variability adjusted budget is approximately 98%.

Variances of note are:

Licenses & Permits 5.6% of full year budget

- Cable Franchise Fees full year budget of \$900k and actual of \$0
- Medical Marijuana Licenses full year budget of \$800k and actual of \$75k

Charges for Services 15% of full year budget. Due primarily to Ambulance Transport Fees full year budget of \$5,450k and actual of \$72.k

Expenditures are largely in-line with 3-year average. Overages to noted are:

- **Human Resources** 7% high due to catch-up on vacancies (down 51 year-over-year.
- **City Supported Agencies** 37% high due to timing of Racial Justice Equity Alliance and Charter Commission

Vacancy Factor Report is down 51 positions year-over-year. Significant vacancies include Deputy Mayor / Chief of Staff and Assistant City Attorney. Minimum Q1 costs avoided total \$1,651k.

Of note is the aging of all 125 vacancies (FTE 108)

0-6 Mth	6mth-1yr	1-2 yr	>2 yr	Total
46	21	20	38	125