

AGENDA

Committee of the Whole February 24, 2025 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.
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Updated Monday, 2/24/2025 a.m.

Council Member Ryan Kost, Chairperson
Council Member Tamera Carter, Vice Chairperson

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. February 10, 2025
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Presentations:**
 - B. General Fund Status Report; Fiscal Year 2024-2025, 2nd Quarter
 - C. Vacancy Report; Fiscal Year 2024-2025, 2nd Quarter
6. **Discussion/Action:**
 - D. RESOLUTION - Deficit Elimination Plan; Fringe Benefits Plan
 - E. RESOLUTION - Budget Amendment; Carryforwards from Fiscal Year 2023-2024 to Fiscal Year 2024-2025
 - F. PLACE ON FILE-Human Relations and Community Services Advisory Board Rules of Procedure
 - G. RESOLUTION - Noise Special Permit; Leavitt and Starck Excavating, Inc. request to allow for the Combined Sewer Overflow 015 South Project
 - H. RESOLUTION - Objection of Transfer of Escrow on three (3) liquor licenses from Rite Aid Michigan Inc. to ADVANCED UZP INC; to 4700 Pleasant Grove Rd;, 1910 E. Michgian Avenue; 4519 S. Martin Luther King Jr. Blvd.
 - I. RESOLUTION - Introduction & Setting Public Hearing; Ordinance Amendment; Chapter 404.15 Parking
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, February 10, 2025 @ 5:30 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER

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

PRESENT

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

OTHERS PRESENT

Sherrie Boak, Council Staff
Charles Randall, Internal Auditor
Greg Venker, City Attorney
Lisa Hagen-Lawrence, City Attorney
Mark Lawrence, Mayor's office-
Dick Peffley, LBWL
Heather Shawa, LBWL
Scott Taylor, LBWL
Calvin Jones, LBWL Government Liaison
Roy Plowman, Mayors Office -Construction Manager
John McGraw, River Caddis
Dan Wisinski, River Caddis
Rob Crowe, Christman Company
Loretta Stanaway

Minutes

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE MINUTES FROM JANUARY 27, 2025 AS PRESENTED. MOTION CARRIED 7-0.

Public Comment

Ms. Stanaway spoke on the BWL "green" plan, energy and other sources that BWL has not spoken on in the past.

Presentations

Lansing Board of Water & Light (LBWL) Annual Audit for Fiscal Year Ending June 30, 2024

Mr. Taylor spoke on the annual financial audit, which was what is considered a “clean audit” and they had not outstanding items. Mr. Taylor then summarized the balance sheet with increases due to bond activity. These were to support capitalize interest costs, and energy sources. The refinancing portion was 10% in present value savings. In the income statement, there is a reduction of \$32 million due to change in wholesale sales. Revenues were down, but they did generate a net income, and even though not a for-profit entity those funds are used in maintenance of utility assets at the current costs. Regarding the retirement plans, they are healthy and performing well.

Council Member Jackson asked about the capital expenditures on page 4 of the report, specifically what are the capital improvements to make the green law for 2030. Mr. Taylor stated half was for new energy and the other half was for the current. The new energy including the RICE plants. Council Member Jackson referred to page 6, where it states for the purposes of paying costs and asked if this was for the clean energy bonds recently issued. That was confirmed, but it does not note it would be for clean energy. Not all funds went towards those programs, because if each dollar used towards eligible reduces the tax liability. Mr. Peffley stated that when announced clean energy bonds RICE was labeled “clean” since that time it has changed. They can forward the bond structure to layout what the bonds were used for. The rules and laws with State of Michigan in what they thought was clean energy, so that changed. Council Member Jackson asked if the law for 2024 is producing or using. Mr. Peffley stated in 2023 you have to have 50%, and in 2035 it is 65%. And they have to submit documentation they have that. Council Member Jackson asked if we should anticipate buying, and Mr. Peffley stated they are sources and projects are under construction to have that by that time.

Council Member Kost asked Mr. Randall if he reviewed and had any questions. Mr. Randall stated he reviewed, congratulated on the clean audit. He did not note any deficiencies and had questions on generation; 53% generated and sold. Mr. Taylor stated it is 53%. Mr. Randall asked what the rates on inter-connect will be. Mr. Peffley stated the inter-connect, they have PPA in place the energy is guaranteed to BWL, and rates would be ITC increases. That would be part of the overall plan for 2030 and will use ITC to get the energy back. Mr. Randall asked what the path is for 2030 to get those increments. Mr. Peffley stated law is 15%, and the BWL is at 21%.

Council Member Pehlivanoglu referred to page 20, under custodial risk of investments, the BWL does not have a policy of custodial credit risk and asked why no policy. Mr. Taylor stated there is an investment policy, and even though it does not specific to a policy for that, but it does address in the policy to limit the exposure.

Council President Kost asked about reducing energy use City wide, and looking into streetlight wattage, motion sensors on public lighting. Mr. Peffley stated the main office is LED certified, streetlights are on lumens and converting to LED's, and the City has asked them to follow the standard. They can adjust anything by the City's direction. Council President Kost asked what the cost would be to retro fit all the streetlights to reduce to dark sky compliant. Mr. Peffley stated they did look into for stand-up poles and would be a cost increase for street lights. Council President Kost asked about the streetlights where there are solar lights on the street lights, and asked if BWL has looked into that. Mr. Peffley that they are about \$8000 a streetlight, it comes with battery pack and solar panel. When there is grant money available, they would look into it.

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Lansing Board of Water & Light (LBWL) Update on Smart Meters, Shut-Offs – General Manager Dick Peffley

Council President Kost first stated he spoke to Mr. Peffley on the concerns Council has been hearing on shut offs and confusion on SMART Meters.

Mr. Peffley stated that 75% of the country has smart meters. Most area of confusion is that they went to analog to electronic 15 years ago, and only difference between electronic to full Smart Meters, which wrapped up 3 years ago. Mr. Peffley then spoke on the advantages of Smart Meters. Its “talks” to BWL 4 times a day, they do not use batteries so the confusion on fires does not exist, and they are very accurate.

Mr. Randall asked if there are meters for water and a meter for electric, and Mr. Peffley stated they are two separate meters.

Mr. Peffley then spoke on shut offs, and organizations have limits on how much they can assist with, and so prior to 2023 they stopped shuts offs. The State of Michigan has a fund, 88 cents per meter, and they worked with BWL to get the money back to the organizations. When it comes to turn offs, send out a bill, 21 days later BWL contacts via phone with a message to provide avenues to pay the bill. After that, a final bill comes, roughly 50-day process, if no payment there is a turn off. They do not turn off winter protection program, no turn offs during Code Blue, no seniors during winter, but that does not include water.

Council President Kost asked about water shut off for seniors, and Mr. Peffley confirmed it is just electric. Council President Kost asked if BWL could look into addressing the water shut offs for seniors. Mr. Peffley stated they have been making increment steps in the rate strategy.

Council Member Hussain stepped away at 6:09 p.m.

Mr. Randall asked if the auditor looked into the PA95, and Mr. Peffley stated that is scheduled to be done this fiscal year. It will be \$100,000 a month.

Council Member Hussain returned to the meeting at 6:11 p.m.

Mr. Randall noted they are building a plant, and with changes in processing the risk, asked if there is someone else to monitor these construction projects. Mr. Peffley stated with project overages they go to the Board, and he would have to explain why.

Update on the City of Lansing Public Safety Complex Project

John McGraw with Caddis, spoke on an update on the project. There is a quarterly update in the packet, and if there are any alterations in the report from Council, he asked for those. He continued that they are on schedule and on budget.

Council Member Garza asked where they are on the bid packages. Mr. Crowe stated 6 is complete and 7, there are pending packages for build out, station 8. Council Member Garza asked if 90% of the underground is complete, and that was confirmed. Council Member Garza asked if there are plans for the old training site. Mr. Plowman stated he is not aware of and not involved with that. For Fire Station 9, the current building and future plan, and Mr. Plowman stated he is not aware of plans and not sure if the city will keep, and could not comment.

Council President Kost noted \$175 million is the projected budget and asked if it was accurate. It was confirmed.

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OTHER

Outside Board and Commission Updates from Council Members

Council President Kost asked for updates, and this will continue on the agenda.

Council Member Pehlivanoglu provided updates on Capital Area Michigan Works noted the Chair for 2025 is Robin Anderson- King, they are addressing funding, and their next meeting is 2/12/2025. Regarding the Liaison for City of Lansing and Lansing Township position, she has reached out to the Township and will report out anything in the future. Council Member Pehlivanoglu summarized the TCOA meeting thus far which included federal funding update, nominations of chair, and TCOA is looking to have Congress reauthorize funding for senior aging. There were project updates with home care assistance on care giving with 300 participants, and case management. There is also a my-choice waiver to provide assistance to meet a criterion. Council Member Pehlivanoglu summarized on TCRPC thus far in 2025 and Nathan Triplett was named chair. A project was introduced for place making for art for mural on storm drains.

Council President Kost noted the Planning Commission was canceled and regarding the Community Corrections they appointed officers for the 2025 year.

Adjourn

The meeting adjourned at: 6:23 pm

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

General Fund Status Report – FY 2025 2nd Quarter

General Fund Summary

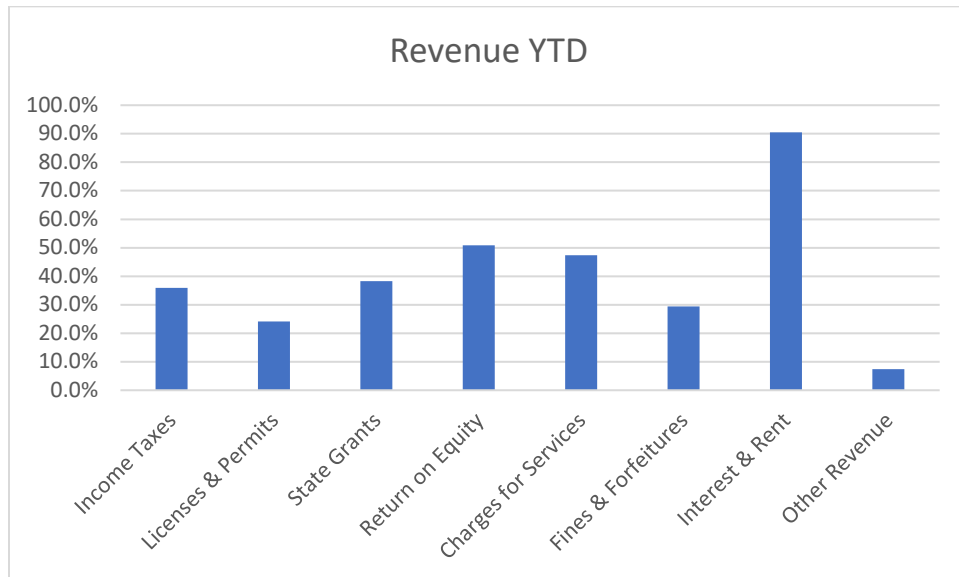
For FY25, the City adopted a budget of \$165.2 million in total revenue including transfers and \$165.4 million in total expenditures. After carrying over unused Charter Commission funds from FY24, the total expenditures are now \$165.8M and the use of fund balance is now \$578,133.

As of 6/30/2024, the General Fund balance is \$40.65M, with \$31.37M unassigned. This a 19% unassigned 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.

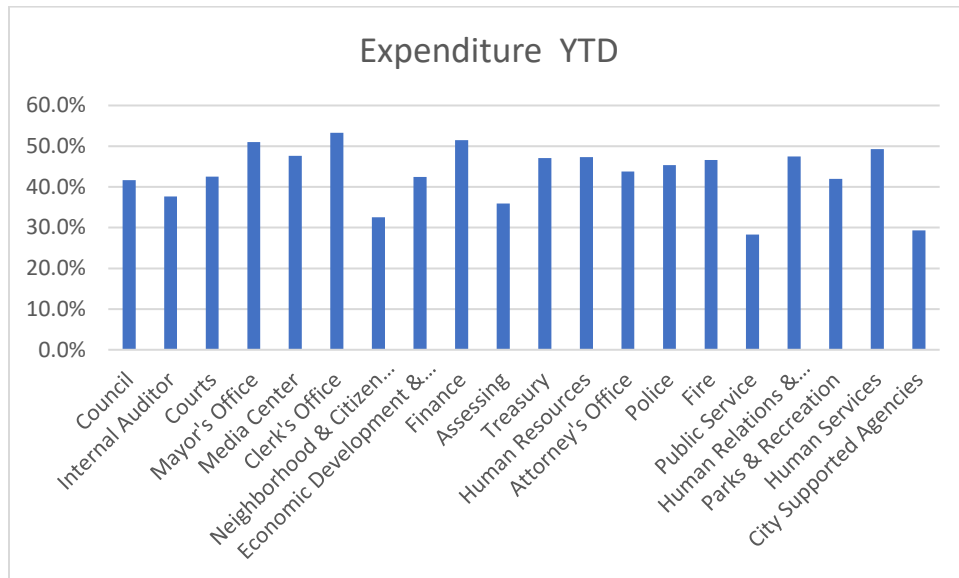
Revenue Summary



General Fund revenue collected through the second quarter of fiscal year 2024-2025 were over \$99.3M, 59.9% of the budget.

- **Property Taxes (32.6% of GF revenue budget)** are largely recognized at the beginning of the fiscal year. They were initially estimated to be \$53.9M.
- **Income Tax (25.8% of GF revenue budget)** collections were \$15.34M (35.9% of its budgeted \$42.7M).
- **Licenses and Permits (1.1% of GF revenue budget)** are estimated to be \$1.85M. The City has received 24.2% of the budgeted amount.
- **State Grants (15.6% of GF revenue budget)** are budgeted to be \$25.8M in revenue. Quarter 2 YTD is adjusted to include \$3 million in revenue sharing coming in January instead of December and public safety revenue, with the \$1 million capital city allocation being a recent factor for the 3-year average. Updated estimates of revenue sharing are available with the adopted State budget and will be incorporated into the budget carryforwards.
- **Return on Equity (ROE) (16.8% of GF revenue budget)** represents payment to the City from the Board of Water & Light (BWL). The contract is 6% of budget and we will receive the full payment budgeted by BWL according to quarterly budget allotments resulting in \$14.15M to date. The City approved its contract with BWL after adopting the budget, with updated amounts to be incorporated into budget carryforwards.
- **Charges for Services (6.2% of GF revenue budget)** are trending slightly above the three-year average for the second quarter.
- **Fines and Forfeitures (1% of GF revenue budget)** are budgeted to be about \$1.6M. Quarter-to-date, revenue is almost \$464,000.
- **Interest and Rents (0.4% of GF revenue budget)** are budgeted to be \$660,000 in FY25. The quarter-to-date amount is on track with the three-year average.
- **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 0.1%.

Media Center

- Operating expenditures are on track be higher than budget due to new parking expenses due to their relocation. These costs will be less than \$15k and will be incorporated into the next budget proposal.

HRCS/Basic Human Service

- Unspent funds from FY24 will be incorporated into budget carryforwards.

City Supported Agencies

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

GENERAL FUND REVENUES

FY2025 Q2

JULY 1, 2024 - DECEMBER 31, 2024

	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2025 Q2 YTD	FY25 Q2 Percent YTD	3 Year Q2 Percent Average
<u>Property Taxes</u>					
Non-Dedicated	40,375,000	40,375,000	40,574,184		
Dedicated - Police	4,065,000	4,065,000	4,065,000		
Dedicated - Fire	4,065,000	4,065,000	4,065,000		
Dedicated - Roads	2,710,000	2,710,000	2,710,000		
Dedicated - Parks	2,710,000	2,710,000	2,710,000		
Total	53,925,000	53,925,000	54,124,184	100.4%	103.6%
<u>Income Taxes</u>					
City Income Tax	42,750,000	42,750,000	15,341,056		
Total	42,750,000	42,750,000	15,341,056	35.9%	37.2%
<u>Licenses & Permits</u> <u>517348.2</u>					
Business Licenses	101,880	101,880	41,500		
Cable Franchise Fees	900,000	900,000	188,605		
Medical Marijuana Licenses	800,000	800,000	205,000		
Non-Business Licenses	25,120	25,120	6,878		
Buildings Licenses & Permits	23,000	23,000	5,087		
Total	1,850,000	1,850,000	447,070	24.2%	36.8%
<u>State Grants</u>					
Public Safety	2,500,000	2,500,000	2,493,745		
Other State Grants	1,475,000	1,475,000	49,524		
Reimbursements	1,800,000	1,800,000	543,487		
Revenue Sharing	19,075,000	19,075,000	6,213,040		
Capital City Allocation	1,000,000	1,000,000	-		
Total	25,850,000	25,850,000	9,299,797	36.0%	45.6%
<u>Return on Equity</u>					
Board of Water and Light	27,500,000	27,500,000	14,148,029		
Sewage Disposal System	300,000	300,000	-		
Total	27,800,000	27,800,000	14,148,029	50.9%	41.6%

GENERAL FUND REVENUES

FY2025 Q2

JULY 1, 2024 - DECEMBER 31, 2024

Charges for Services

Fees	89,700	89,700	23,669		
Services Rendered	1,800,700	1,800,700	1,226,611		
Building Inspection Fees	2,125,000	2,125,000	1,279,626		
Services To Others	54,400	54,400	62,658		
Central Stores/Notary	2,000	2,000	80		
Public Safety Services	163,800	163,800	61,553		
Ambulance Transport Fees	5,450,000	5,450,000	1,882,571		
Sales	2,200	2,200	45		
Use & Admission Fees	617,200	617,200	348,805		
Total	10,305,000	10,305,000	4,885,618	47.4%	44.7%

Fines & Forfeitures

Fines & Forfeitures	1,576,000	1,576,000	463,943		
Total	1,576,000	1,576,000	463,943	29.4%	35.4%

Interest & Rent

Interest Income	445,000	445,000	424,296		
Rental Income	215,000	215,000	172,893		
Total	660,000	660,000	597,189	90.5%	94.4%

Other Revenue

Donations & Contributions	131,500	131,500	12,858		
Miscellaneous	157,500	157,500	17,453		
Sale of Capital Assets	120,000	120,000	121		
Total	409,000	409,000	30,432	7.4%	32.6%

Interfund Transfers In

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

Use of Fund Balance

Fund Balance	175,000	578,133	-		
Total	175,000	578,133	-	0.0%	0.0%

Total General Fund Revenues

165,400,000	165,803,133	99,337,315	59.9%	61.9%
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General Fund Expenditures
FY2025 Q2
July 1, 2024 - December 31, 2024

Appropriations	FY2025 Adopted Budget	FY2025 Amended Budget	FY 2025 Q2 YTD	FY25 Q2 Percent YTD	3 Year Q2 Percent Average
<u>Council</u>					
Personnel	541,858	541,858	257,388		
Operating	193,843	193,843	49,189		
Total	735,701	735,701	306,577	41.7%	40.6%
<u>Internal Auditor</u>					
Personnel	195,192	195,192	73,347		
Operating	8,159	8,159	3,274		
Total	203,351	203,351	76,622	37.7%	37.1%
<u>Courts</u>					
Personnel	4,823,927	4,823,927	2,277,971		
Operating	1,494,273	1,494,273	411,156		
Total	6,318,200	6,318,200	2,689,127	42.6%	44.3%
<u>Mayor's Office</u>					
Personnel	1,034,509	1,034,509	517,348		
Operating	282,089	282,089	92,834		
Total	1,316,598	1,316,598	610,182	46.3%	46.8%
<u>Media Center</u>					
Personnel	651,522	651,522	311,387		
Operating	76,009	76,009	34,921		
Total	727,531	727,531	346,309	47.6%	43.8%
<u>Clerk's Office</u>					
Personnel	1,152,251	1,152,251	630,310		
Operating	801,810	801,810	410,699		
Total	1,954,061	1,954,061	1,041,009	53.3%	48.5%
<u>Neighborhood & Citizen Engagement</u>					
Personnel	1,094,223	521,226	258,707		
Operating	608,913	413,178	44,998		
Total	1,703,136	934,404	303,705	32.5%	40.0%
<u>Economic Development & Planning</u>					
Personnel	3,883,414	4,089,058	1,971,523		
Operating	2,760,027	3,323,115	1,174,820		
Total	6,643,441	7,412,173	3,146,344	42.4%	53.4%
<u>Finance</u>					
Personnel	1,578,106	1,578,106	805,503		
Operating	532,454	532,454	280,568		
Total	2,110,560	2,110,560	1,086,071	51.5%	46.2%
<u>Assessing</u>					
Personnel	1,521,803	1,521,803	574,935		
Operating	233,461	233,461	56,174		
Total	1,755,264	1,755,264	631,109	36.0%	36.9%
<u>Treasury</u>					
Personnel	1,997,312	1,997,312	1,009,040		
Operating	900,488	900,488	354,494		
Total	2,897,800	2,897,800	1,363,534	47.1%	44.2%
<u>Human Resources</u>					
Personnel	1,847,163	1,847,163	896,173		
Operating	679,126	679,126	300,168		
Total	2,526,289	2,526,289	1,196,341	47.4%	34.9%

General Fund Expenditures
FY2025 Q2
July 1, 2024 - December 31, 2024

Appropriations	FY2025 Adopted Budget	FY2025 Amended Budget	FY 2025 Q2 YTD	FY25 Q2 Percent YTD	3 Year Q2 Percent Average
<u>Attorney's Office</u>					
Personnel	2,407,024	2,407,024	1,071,071		
Operating	300,998	300,998	114,736		
Total	2,708,022	2,708,022	1,185,807	43.8%	43.1%
<u>Police</u>					
Personnel	47,833,586	47,833,586	23,122,369		
Operating	9,284,341	9,284,341	2,764,952		
Total	57,117,927	57,117,927	25,887,322	45.3%	45.0%
<u>Fire</u>					
Personnel	37,119,450	37,119,450	18,548,226		
Operating	6,098,360	6,098,360	1,602,069		
Total	43,217,810	43,217,810	20,150,295	46.6%	45.7%
<u>Public Service</u>					
Personnel	3,182,612	3,182,612	1,521,649		
Operating	9,826,092	9,826,092	2,164,323		
Total	13,008,704	13,008,704	3,685,972	28.3%	30.1%
<u>Human Relations & Community Service</u>					
Personnel	1,832,040	1,832,040	875,250		
Operating	248,553	248,553	113,087		
Total	2,080,593	2,080,593	988,336	47.5%	40.5%
<u>Parks & Recreation</u>					
Personnel	5,675,739	5,675,739	2,682,122		
Operating	3,428,336	3,428,336	1,138,009		
Total	9,104,075	9,104,075	3,820,131	42.0%	40.3%
<u>Human Services</u>					
Operating	2,235,000	2,235,000	1,102,218		
Total	2,235,000	2,235,000	1,102,218	49.3%	38.7%
<u>City Supported Agencies</u>					
Operating	537,500	940,633	275,621		
Total	537,500	940,633	275,621	29.3%	15.7%
<u>City Recognitions</u>					
Operating	10,000	10,000	-		
Total	10,000	10,000	-	0.0%	0.0%
<u>Non-Departmental</u>					
Vacancy Factor	(1,500,000)	(1,500,000)	-	0.0%	0.0%
S. Lansing Distric Library	145,000	145,000	87,890	60.6%	51.1%
Debt Service	1,346,312	1,346,312	-	0.0%	17.7%
Net Transfers	6,497,125	6,497,125	6,497,125	100.0%	100.0%
Total	6,488,437	6,488,437	6,585,015	40.2%	42.2%
General Fund Total Expenditures	165,400,000	165,803,133	76,477,647	46.1%	46.0%



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

MEMO: General Fund Status and Vacancy Rpt - FY25 Q2

Date: February 24, 2025

To: Committee of the Whole

From: Internal Auditor Charles H Randall, CPA, CISA

General Fund Status Report Overview

City Council adopted an amended budget that allocated \$165.2M in revenue and \$165.8M in expenditures. At the end of the second quarter the City has received \$99.3M in revenue (59.9% of yearly total) and has spent \$76.5M in expenditures (46.1% of yearly total). As of 06/30/24 the General Fund balance was \$40.7M, with \$31.4M Unassigned. A 19% fund balance ratio and 5% up from the 14% last year at this time.

Revenue Notes

- Income Tax continues to be seasonally below budget: Q1 -9% to Q2 -10%
- Licenses and Permits gap continues to widen by 7% from Q1 -19% to Q2 -26%
- State Grants are being by \$3M due to timing of 2nd Qrt payment receipt and \$1M Capital City Allocation
- Return on Equity from LBLW is on schedule with \$14M received

Expenditure Notes

- Expenditures are slightly above 3-year average by 0.1%
- The YTD results do not include the budgeted \$1.5M vacancy factor offset

Vacancy Report Overview

HR has provided a detailed report of the department, hiring process, and other efforts.

Notes

- The vacancy date field has been removed from the report, not allowing transparency into the aging of the outstanding positions.
- The Vacancy Factor positions count increased Q1 to Q2 by 16 FTE from 39 to 55.
- The Non-Vacancy factor positions increased Q1 to Q2 by 17 FTE from 69 to 86.

Vacancy Report – FY 2025 2nd Quarter

Human Resources Summary

The below high level summary is to provide an overview of the efforts that have been made to fill budgeted vacancies reflected in this report, but it is important to provide the context with respect to makeup of the Human Resources Department and all the work that goes into being an internal service provider. The department is comprised of the Hiring Division (1 manager; 4 specialists and 2 contract workers), Health and Wellness/Safety (2 FTEs) , Labor Relations (1 FTE and one contract worker), Payroll & Benefits (2 FTE, 1 PT and one contract worker) as well as Retirement (2 FTEs) for all 900+ employees (Excluding contracts/TEA/Seasonal and others). Each person in the department has a role in within their specialty that impacts the hiring process. It is truly a group effort across skill sets to fill a vacancy.

HR has fifteen (15) filled budgeted positions filled out of seventeen (17) total, and four (4) contract workers.

❖ **General Overview of the Hiring Process**

Below is a general overview of the hiring process. Depending on the position, steps may vary.

- HR facilitates the hiring process for all city departments which touch a variety of different industries and skill sets. We work on filling the vacancies in priority order, which is set by the individual Departments.
- When a department is looking to fill a vacancy, the job description is reviewed by the department and proposed edits, if applicable are provided to HR. If there are substantive changes to the job description, the description, organizational chart and another document called a Job Description Questionnaire is sent to our classification consultant to review and provide a recommendation with respect to the pay scale.
- If there are no changes, the department submits a Strategy of Selection and Hiring Plan (SOSH Plan), that details posting recommendations, assessment testing suggestions, if applicable, proposed interview panel and other details regarding the position. Then a requisition is submitted for approval in NeoGov, our applicant tracking system. Once the requisition has been approved the posting can go live for the established timeframe (most of our CBAs require at least six days).
- When applications are received, they are screened by our hiring specialists for minimum qualifications and equivalencies. If candidates meet the qualifications/equivalencies the applications are sent to the department for screening and comments.

- Candidates that have been screened in are then sent for assessment testing, written tests or skills demonstrations as applicable.
 - If candidates pass the assessments/testing/skills demonstration they can be referred for interviews. Interviews are conducted with a diverse panel and may be in person or via Microsoft Teams. Once interviews have completed, the scoring breakdown is drafted and provided to the Department.
 - Recommended candidates are sent conditional offers and background authorization waivers.
 - Pre-employment physicals, background checks and references are conducted. For police hiring processes, background investigations are a component. For both Police and Fire hiring processes, psychological evaluations are conducted.
 - The final offer of employment is provided and the onboarding process starts.
- ❖ It should be always noted that the Hiring Division is always actively working on positions that are not reflected in the postings on the City's website. This includes positions that are in various stages of the hiring process, including when JDs are being created, reviewed, classified, etc. to get ready for the hiring process or after the posting comes down and candidates are going through the process as referenced above.
- ❖ From January 1, 2024- December 31, 2024: Filled 166 budgeted positions (inclusive of recruits and trainees who progress to sworn positions after academy and also the UAW seasonal maintenance workers).
- ❖ Efforts Taken to create efficiencies:
- Actively working on ways to eliminate barriers to employ returning citizens.
 - CDL Program: Twenty (20) people who have obtained the CDL through the City program and 5 are in process. Our Seasonal Maintenance Worker position is a great entryway into City employment and to have the opportunity to work towards obtaining a CDL license.
 - We are also looking forward to engaging and partnering with the Refugee Development Center in the near future.
 - Eleven (11) Job Fairs/Community Events
 - Exploring modifications that can decrease the time to fill in our hiring process.
- ❖ City Developed Trainee Programs
- Assessors Office
 - Wastewater Treatment Plant
 - Fleet Services
 - Electrical Technician

Overall, the Human Resources Department looks forward to continuing our efforts in filling the vacancies throughout the City. Ensuring that we have fair and equitable processes is the top priority for this Department when we fill the vacancies and we appreciate the support and collaboration of the leadership within the various departments across the City.

Personnel Report
Quarter Ending December 31, 2024

Vacancy Factor Positions:

<u>Department</u>	<u>PCN</u>	<u>Position Description</u>	<u>Bargaining Unit</u>	<u>Schedule</u>	<u>Range</u>	<u>Status</u>	<u>Vacant</u>
MAYOR	DPCFSTAF	DEPUTY MAYOR	EXEC	MAN	HRATE	Filled	1.00
TREASURY	ADMAST	ADMINISTRATIVE ASSISTANT	T243CTP	T580	28	Posting	1.00
TREASURY	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	T580	30	Vacant	1.00
TREASURY	INTAXTEC	INCOME TAX EXAMINER TECHNICIAN	T243CTP	T580	29	Pending	1.00
TREASURY	TRESYINV	TREASURY INVESTIGATOR	T243CTP	T580	34	Vacant	1.00
ASSESSING	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243PT	T580	33	Two Filled (+1)	1.00
ASSESSING	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	T580	36	One Filled/Posted	2.00
CITY ATTORNEY	ASTATY39	ASSISTANT CITY ATTORNEY 39	T214 NS	T214	39	Vacant	2.00
HUMAN RESOURCES	TRDPINV-TBD	TRAINING/DISPUTE/INVGT COORD	NON BARG SUPV	EXPT	40	Posted	1.00
POLICE/ADMIN	ADMSPC	ADMINISTRATIVE SPECIALIST	T214 NS	T214	31	Vacant	1.00
POLICE/CENTRAL	POLTEC26	LPD FOIA ANALYST	T243CTP	P580	31	Vacant	1.00
POLICE/DETENTION	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Open Posting	2.00
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Vacant	7.00
POLICE/INVESTIGATIONS	DETECT2C	DETECTIVE IIC	FOP NS	FOPN	DETCV	Vacant	1.00
POLICE/INVESTIGATIONS	DTCTVCSI	CSI DETECTIVE	FOP NS	FOPN	DETCV	Vacant	2.00
POLICE/PATROL	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Open Posting	5.00
FIRE/LOGISTICS	MATALSP4	MAINTENANCE ALARM SPECIALIST 4	IAFF FIREFIGHTR	IAFF	CP004	Vacant	1.00
FIRE/SUPPRESSION	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Academy	5.00
PUBLIC SERVICE/PROPERTY	FACMTWKR	SKILLED TRADES WORKER	UAW FULL TIME	UAW	U0500	Consolidated/Posted	1.00
PUBLIC SERVICE/PROPERTY	PRPMNTWK	PROPERTY MAINTENANCE WORKER	UAW FULL TIME	UAW	U0500	Consolidated	3.00
HUMAN RELATIONS/COMM	CNTMNTAD	CONTRACT MNGMNT ADMINISTRATOR	T243SUP	T580	41	Recently Vacated	1.00
HUMAN RELATIONS/COMM	PRVWAGE-TBD	PREVAILING WAGE SPECIALIST	T214 NS	T214	32	Reviewing JDQ	1.00
HUMAN RELATIONS/COMM	SECRTY26	SECRETARY 26	T243CTP	T580	29	RCLS 26 to 29	1.00
ED&P/OFE	GTSADMIN	GRANTS ADMINISTRATOR	T243CTP	T580	36	Posted	1.00
ED&P/OFE	MFEPGR-TBD	MFE PROGRAM MANAGER	T243SUP	T580	39	Vacant	1.00
ED&P/ADMIN	OFFMGR30	OFFICE MANAGER	NON BARG CTP	EXPT	35	Pending	1.00
ED&P/CODE COMPLIANCE	ADMAST28	ADMINISTRATIVE ASSISTANT 28	T243CTP	T580	32	Pending	1.00
ED&P/CODE COMPLIANCE	CCMANGER	CODE COMPLIANCE MANAGER	T214 SUPV	T214	43	Recently Vacated	1.00
ED&P/CODE COMPLIANCE	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	T580	34	Reviewing JDQ	2.00
ED&P/CODE COMPLIANCE	LDHOUSIN	LEAD HOUSING INSPECTOR	T243SUP	T580	38	Reviewing JDQ	1.00
ED&P/CODE COMPLIANCE	PRMISOFF	PREMISE OFFICER	T243CTP	T580	30	Filled	2.00
ED&P/DEVELOPMENT	ASTDVMGR-TBD	ASSISTANT DEVELOPMENT MGR	T214 SUPV	T214	39	Drafting JDQ	1.00
PARKS & RECREATION	ADMSPC27	ADMINISTRATIVE SPECIALIST	T243CTP	T580	27	Vacant	1.00
							55.00

Personnel Report
Quarter Ending December 31, 2024

Non-Vacancy Factor Positions:

<u>Department</u>	<u>PCN</u>	<u>Position Description</u>	<u>Bargaining Unit</u>	<u>Schedule</u>	<u>Range</u>	<u>Status</u>	<u>Vacant</u>
PUBLIC SERVICE/O&M	CEMATWK2	CEMETERY MAINTANCE WORKER 200	UAW FULL TIME	UAW	U0500	Vacant	1.00
PUBLIC SERVICE/O&M	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW FULL TIME	UAW	U0600	Vacant	1.00
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW FULL TIME	UAW	U0500	Posted	4.00
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	14.00
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0500	Vacant	1.00
PUBLIC SERVICE/O&M	PKSMTWK4	GROUND & MAINTENANCE WKR 400	UAW FULL TIME	UAW	U0500	Vacant	1.00
PUBLIC SERVICE/O&M	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	T580	34	Vacant	2.00
PUBLIC SERVICE/O&M	PUBWKSUP	SEWER SUPERVISOR	T243SUP	T580	34	Posted	1.00
PUBLIC SERVICE/O&M	SOLWASOP	SOLID WASTE OPERATOR	UAW FULL TIME	UAW	U0500	Filled	1.00
PUBLIC SERVICE/O&M	SWRINSP	SEWER INSPECTOR	UAW FULL TIME	UAW	U0600	Vacant	1.00
PUBLIC SERVICE/O&M	SWRMTWK4	SEWER MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0600	Vacant	1.00
PUBLIC SERVICE/O&M	SWRMTWK5	SEWER MAINTENANCE WORKER	UAW FULL TIME	UAW	U0500	Vacant	1.00
ED&P/BUILDING SAFETY	ADMAST	ADMINISTRATIVE ASSISTANT	T243CTP	T580	31	Vacant	1.00
ED&P/BUILDING SAFETY	BLDINSPC	BUILDING INSPECTOR	T243CTP	T580	35	Posted	2.00
ED&P/BUILDING SAFETY	MECINSPC	MECHANICAL INSPECTOR	T243CTP	T580	35	Hired	1.00
ED&P/BUILDING SAFETY	MECINSUP	CHIEF MECHANICAL INSPECTOR	T214 SUPV	T214	39	Posted	1.00
ED&P/BUILDING SAFETY	PEMTEFOF	PERMITS ENFORCEMENT OFFICER	T243CTP	T580	35	Posted	1.00
ED&P/BUILDING SAFETY	PLNREVVSU	PLAN REVIEW SUPERVISOR	T214 SUPV	T214	37	Pending	1.00
ED&P/DEVELOPMENT	HSREHAGT	HOUSING REHABILITATION AGENT	T243CTP	T580	33	Vacant	1.00
ED&P/PARKING	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	T580	28	Vacant	1.00
ED&P/PARKING	MANTWKR4	MAINTENANCE WORKER	UAW FULL TIME	UAW	U0200	Vacant	1.00
ED&P/PARKING	PKGSVAMB	PARKING REVENUE AMBASSADOR	UAW FULL TIME	UAW	U0200	Vacant	1.00
PUBLIC SERVICE/WWTP	INSTRTEC	INSTRUMENTATION TECHNICIAN	T243CTP	T580	35	Vacant	1.00
PUBLIC SERVICE/WWTP	LABTECHN	LABORATORY TECHNICIAN	T243CTP	T580	32	Reviewing JDQ	2.00
PUBLIC SERVICE/WWTP	STORKPR4	STOREKEEPER/PARTS WORKER 400	UAW FULL TIME	UAW	U0500	Filled	1.00
PUBLIC SERVICE/WWTP	UTLELWKR	UTILITY ELECTRICAL WORKER	T243CTP	T580	36	Reclassified/Posted	1.00
PUBLIC SERVICE/WWTP	WWMATWK6	WASTEWATER MAINTENANCE WKR 600	UAW FULL TIME	UAW	U0600	Posted	1.00
PUBLIC SERVICE/WWTP	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	T580	35	Vacant	1.00
PUBLIC SERVICE/WWTP	UTMATWK6	UTILITY MAINTENANCE WORKER 600	UAW FULL TIME	UAW	U0600	Vacant	1.00
PUBLIC SERVICE/WWTP	FIELDTEC	FIELD TECHNICIAN	T243CTP	T580	29	Vacant	1.00
PUBLIC SERVICE/FLEET	GARGESUP	GARAGE SUPERVISOR	T243SUP	T580	38	Vacant	2.00
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	7.00
PUBLIC SERVICE/FLEET	RADIOTEC	RADIO TECHNICIAN	T243CTP	T580	34	Reclass	1.00
PUBLIC SERVICE/FLEET	SRVCSPEC	SERVICE SPECIALIST	T243CTP	T580	28	Vacant	1.00
PUBLIC SERVICE/ENGINEERIN	ADMSPC30	ADMINISTRATIVE SPECIALIST 30	T243CTP	T580	31	Vacant	1.00
PUBLIC SERVICE/ENGINEERIN	ASTCTENG	ENVIRONMENTAL ENGINEER	T243CTP	T580	37	Pending	1.00
PUBLIC SERVICE/ENGINEERIN	BUSVRMGR	BUSINESS SERVICES MANAGER	T243CTP	T580	40	Vacant	1.00
PUBLIC SERVICE/ENGINEERIN	ENGINR36	ENGINEER 36	T214 NS	T214	38	Vacant	2.00
PUBLIC SERVICE/ENGINEERIN	TRANSENG	TRANSPORTATION ENGINEER	NON BARG SUPV	EXPT	43	Filled	1.00
DISTRICT COURT	DPCLERK2	DEPUTY CLERK 2	T243 DCT	D580	DC02	Vacant	4.00
DISTRICT COURT	DPCLKSUP	DEPUTY CLERK SUPERVISOR	DCT NON REPR	DCEX	MGR	Vacant	1.00
FIRE/SAFER	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Grant	15.00
							86.00

H.C.

Boak, Sherrie

From: Brower, Jake
Sent: Monday, February 24, 2025 2:10 PM
To: Boak, Sherrie; Kost, Ryan; Carter, Tamera
Cc: Swope, Chris; Jackson, Brian; Mumby, Christopher; Lawrence, Mark; O'Leary, Elizabeth; Moore, Kyla
Subject: FW: vacancy report
Attachments: Q2 Vacancy Factor Report - Update.pdf

Good afternoon,

Please see attached for the updated vacancy report in the legacy format (retaining the new current status column):

- Additions:
 - o Status updated with additional developments since the date of the original report
 - o Date positions vacated added back on Council's request
 - o Vacancy Factor amount and totals added back on Council's request
- District Court:
 - o Removed a non-existent Deputy Clerk Supervisor vacancy (Non-Vacancy Factor)
- Public Service:
 - o Transportation Engineer was reclassified into the Environmental Engineer, but the former position was not removed from the original worksheet (Non-Vacancy Factor)
 - o Number of Arborist vacancies corrected from 4 to 3 due to data export error (Non-Vacancy Factor)

Let us know if you have any questions or requests outstanding.

Thank you,

Jake Brower

Chief Strategy Officer

City of Lansing – Office of Mayor Andy Schor

124 W. Michigan Ave. | Lansing, MI 48933

O: [517-483-4576](tel:517-483-4576) | E: Jake.Brower@lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



Andy Schor, Mayor

From: Mumby, Christopher <Christopher.Mumby@lansingmi.gov>
Sent: Friday, February 21, 2025 9:16 AM
To: Swope, Chris <Chris.Swope@lansingmi.gov>; Jackson, Brian <Brian.Jackson@lansingmi.gov>
Cc: Brower, Jake <Jake.Brower@lansingmi.gov>; O'Leary, Elizabeth <Elizabeth.O'Leary@lansingmi.gov>
Subject: vacancy report

Vacancy Report – FY 2025 2nd Quarter

Human Resources Summary

The below high level summary is to provide an overview of the efforts that have been made to fill budgeted vacancies reflected in this report, but it is important to provide the context with respect to makeup of the Human Resources Department and all the work that goes into being an internal service provider. The department is comprised of the Hiring Division (1 manager; 4 specialists and 2 contract workers), Health and Wellness/Safety (2 FTEs) , Labor Relations (1 FTE and one contract worker), Payroll & Benefits (2 FTE, 1 PT and one contract worker) as well as Retirement (2 FTEs) for all 900+ employees (Excluding contracts/TEA/Seasonal and others). Each person in the department has a role in within their specialty that impacts the hiring process. It is truly a group effort across skill sets to fill a vacancy.

HR has fifteen (15) filled budgeted positions filled out of seventeen (17) total, and four (4) contract workers.

❖ **General Overview of the Hiring Process**

Below is a general overview of the hiring process. Depending on the position, steps may vary.

- HR facilitates the hiring process for all city departments which touch a variety of different industries and skill sets. We work on filling the vacancies in priority order, which is set by the individual Departments.
- When a department is looking to fill a vacancy, the job description is reviewed by the department and proposed edits, if applicable are provided to HR. If there are substantive changes to the job description, the description, organizational chart and another document called a Job Description Questionnaire is sent to our classification consultant to review and provide a recommendation with respect to the pay scale.
- If there are no changes, the department submits a Strategy of Selection and Hiring Plan (SOSH Plan), that details posting recommendations, assessment testing suggestions, if applicable, proposed interview panel and other details regarding the position. Then a requisition is submitted for approval in NeoGov, our applicant tracking system. Once the requisition has been approved the posting can go live for the established timeframe (most of our CBAs require at least six days).
- When applications are received, they are screened by our hiring specialists for minimum qualifications and equivalencies. If candidates meet the qualifications/equivalencies the applications are sent to the department for screening and comments.

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 - If candidates pass the assessments/testing/skills demonstration they can be referred for interviews. Interviews are conducted with a diverse panel and may be in person or via Microsoft Teams. Once interviews have completed, the scoring breakdown is drafted and provided to the Department.
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 - Pre-employment physicals, background checks and references are conducted. For police hiring processes, background investigations are a component. For both Police and Fire hiring processes, psychological evaluations are conducted.
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- ❖ It should be always noted that the Hiring Division is always actively working on positions that are not reflected in the postings on the City's website. This includes positions that are in various stages of the hiring process, including when JDs are being created, reviewed, classified, etc. to get ready for the hiring process or after the posting comes down and candidates are going through the process as referenced above.
- ❖ From January 1, 2024- December 31, 2024: Filled 166 budgeted positions (inclusive of recruits and trainees who progress to sworn positions after academy and also the UAW seasonal maintenance workers).
- ❖ Efforts Taken to create efficiencies:
- Actively working on ways to eliminate barriers to employ returning citizens.
 - CDL Program: Twenty (20) people who have obtained the CDL through the City program and 5 are in process. Our Seasonal Maintenance Worker position is a great entryway into City employment and to have the opportunity to work towards obtaining a CDL license.
 - We are also looking forward to engaging and partnering with the Refugee Development Center in the near future.
 - Eleven (11) Job Fairs/Community Events
 - Exploring modifications that can decrease the time to fill in our hiring process.
- ❖ City Developed Trainee Programs
- Assessors Office
 - Wastewater Treatment Plant
 - Fleet Services
 - Electrical Technician

Overall, the Human Resources Department looks forward to continuing our efforts in filling the vacancies throughout the City. Ensuring that we have fair and equitable processes is the top priority for this Department when we fill the vacancies and we appreciate the support and collaboration of the leadership within the various departments across the City.

Vacancy Factor Report
Quarter Ending December 31, 2024

Vacancy Factor Positions:

Department	PCN	Position Description	Bargaining Unit	Schedule	Range	Status	FTE	Vacancy	Vacancy Factor
MAYOR	DPCFSTAF	DEPUTY MAYOR	EXEC	MAN	HRATE	Filled	1.00	7/1/2024	92,686
TREASURY	ADMAST	ADMINISTRATIVE ASSISTANT	T243CTP	T580	28	Pending	1.00	10/8/2022	20,111
TREASURY	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	T580	30	Vacant	1.00	8/20/2022	22,085
TREASURY	INTAXTEC	INCOME TAX EXAMINER TECHNICIAN	T243CTP	T580	29	Reclass	1.00	11/23/2024	4,305
TREASURY	TRESYINV	TREASURY INVESTIGATOR	T243CTP	T580	34	Vacant	1.00	9/30/2024	13,547
ASSESSING	RESAPPTR	RESIDENTIAL APPRAISER APPRENTICE	T243PT	T580	33	Filled	1.00	10/18/2019	25,462
ASSESSING	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	T580	36	Filled	1.00	5/24/2019	36,119
ASSESSING	RESIDAPP	RESIDENTIAL APPRAISER	T243CTP	T580	36	+1 Apprentice Filled	1.00	6/15/2022	CONTRACT
CITY ATTORNEY	ASTATY39	ASSISTANT CITY ATTORNEY 39	T214 NS	T214	39	Vacant	1.00	7/1/2020	51,185
CITY ATTORNEY	ASTATY39	ASSISTANT CITY ATTORNEY 39	T214 NS	T214	39	Vacant	1.00	12/1/2023	51,185
HUMAN RESOURCES	TRDPINV-TBD	HR TRAINING & DISPUTE ADMIN	NON BARG CTP	EXPT	40	Posted	1.00	7/1/2024	35,872
POLICE/ADMIN	ADMSPC	ADMINISTRATIVE SPECIALIST	T214 NS	T214	31	Vacant	1.00	12/28/2011	CONTRACT
POLICE/CENTRAL	POLTEC26	LPD FOIA ANALYST	T243CTP	P580	31	Pending	1.00	11/19/2024	6,664
POLICE/DETENTION	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	1/19/2024	27,913
POLICE/DETENTION	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	7/26/2024	23,895
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	8/14/2023	42,645
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	8/25/2023	42,645
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	10/13/2023	42,645
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	10/13/2023	42,645
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	4/20/2024	42,645
POLICE/INVESTIGATIONS	DETECT2B	DETECTIVE IIB	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	7/19/2024	38,122
POLICE/INVESTIGATIONS	DETECT2C	DETECTIVE IIC	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	6/18/2021	42,645
POLICE/INVESTIGATIONS	DTCTVCS1	CSI DETECTIVE	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	9/24/2022	42,645
POLICE/INVESTIGATIONS	DTCTVCS1	CSI DETECTIVE	FOP NS	FOPN	DETCV	Fill By Promotion	1.00	6/30/2023	42,645
POLICE/PATROL	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	9/4/2024	17,974
POLICE/PATROL	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	9/6/2024	17,551
POLICE/PATROL	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	10/18/2024	11,207
POLICE/PATROL	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	12/6/2024	3,806
POLICE/PATROL	POLOFFCR	POLICE OFFICER	FOP NS	FOPN	OFFCR	Pending	1.00	12/27/2024	634
FIRE/LOGISTICS	MATLSP4	MAINTENANCE ALARM SPECIALIST 4	IAFF FIREFIGHTR	IAFF	CP004	Fill By Promotion	1.00	7/1/2022	44,926
FIRE/SUPPRESSION	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Start 2-24	1.00	8/28/2024	OVERTIME
FIRE/SUPPRESSION	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Start 2-24	1.00	9/20/2024	OVERTIME
FIRE/SUPPRESSION	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Start 2-24	1.00	10/18/2024	OVERTIME
FIRE/SUPPRESSION	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Start 2-24	1.00	11/2/2024	OVERTIME
FIRE/SUPPRESSION	FIRFIGTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Start 2-24	1.00	12/4/2024	OVERTIME
PUBLIC SERVICE/PROPERTY	FACMTWKR	SKILLED TRADES WORKER	UAW FULL TIME	UAW	U0500	Consolidated/Posted	1.00	2/10/2024	25,176
PUBLIC SERVICE/PROPERTY	PRPMNTWK	PROPERTY MAINTENANCE WORKER	UAW FULL TIME	UAW	U0500	Consolidated	1.00	12/3/2021	25,176
PUBLIC SERVICE/PROPERTY	PRPMNTWK	PROPERTY MAINTENANCE WORKER	UAW FULL TIME	UAW	U0500	Consolidated	1.00	1/17/2024	25,176
PUBLIC SERVICE/PROPERTY	PRPMNTWK	PROPERTY MAINTENANCE WORKER	UAW FULL TIME	UAW	U0500	Consolidated	1.00	6/15/2024	25,176
HUMAN RELATIONS/COMM	CNTMNTAD	CONTRACT MNGMNT ADMINISTRATOR	T243SUP	T580	41	Pending	1.00	12/13/2024	3,711
HUMAN RELATIONS/COMM	PRVWAGE-TBD	PREVAILING WAGE SPECIALIST	T214 NS	T214	32	Appealing RCLS	1.00	7/1/2024	24,349
HUMAN RELATIONS/COMM	SECRY26	SECRETARY 26	T243CTP	T580	29	RCLS 26 to 29	1.00	7/1/2024	18,303
ED&P/OFE	GTSADMIN	GRANTS ADMINISTRATOR	T243CTP	T580	36	Pending	1.00	12/16/2024	3,284
ED&P/OFE	MFEPRG-TBD	MFE PROGRAM MANAGER	T243SUP	T580	39	Vacant	1.00	7/19/2024	30,507
ED&P/ADMIN	OFFMGR30	OFFICE MANAGER	NON BARG CTP	EXPT	35	Filled	1.00	10/18/2024	15,610
ED&P/CODE COMPLIANCE	ADMAST28	ADMINISTRATIVE ASSISTANT 28	T243CTP	T580	32	Pending	1.00	12/13/2024	2,920
ED&P/CODE COMPLIANCE	CCMANGER	CODE COMPLIANCE MANAGER	T214 SUPV	T214	43	Recently Vacated	1.00	12/13/2024	5,041
ED&P/CODE COMPLIANCE	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	T580	34	Reviewing JDQ	1.00	11/23/2024	5,459
ED&P/CODE COMPLIANCE	CCOFICER	CODE ENFORCEMENT WORKER	T243CTP	T580	34	Reviewing JDQ	1.00	11/23/2024	5,459
ED&P/CODE COMPLIANCE	LDHOUSIN	LEAD HOUSING INSPECTOR	T243SUP	T580	38	Filled	1.00	8/21/2022	48,543
ED&P/CODE COMPLIANCE	PRMISOFF	PREMISE OFFICER	T243CTP	T580	30	Filled	1.00	8/2/2024	18,069
ED&P/CODE COMPLIANCE	PRMISOFF	PREMISE OFFICER	T243CTP	T580	30	Filled	1.00	10/4/2024	10,540
ED&P/DEVELOPMENT	ASTDVMGR-TBD	ASSISTANT DEVELOPMENT MGR	T214 SUPV	T214	39	Drafting JDQ	1.00	7/1/2024	51,185
PARKS & RECREATION	ADMSPC27	ADMINISTRATIVE SPECIALIST	T243CTP	T580	27	Vacant	1.00	3/29/2024	19,175
Out of 611							55.00		1,291,916

Vacancy Factor Report
Quarter Ending December 31, 2024

Non-Vacancy Factor Positions:

Department	PCN	Position Description	Bargaining Unit	Schedule	Range	Status	FTE	Vacancy	Vacancy Factor
PUBLIC SERVICE/O&M	CEMATWK2	CEMETERY MAINTANCE WORKER 200	UAW FULL TIME	UAW	U0500	Vacant	1.00	10/18/2024	10,109
PUBLIC SERVICE/O&M	EQPOPWK5	EQUIPMENT OPERATOR WORKER 500	UAW FULL TIME	UAW	U0600	Vacant	1.00	7/11/2024	25,575
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW FULL TIME	UAW	U0500	Pending	1.00	2/22/2023	25,176
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW FULL TIME	UAW	U0500	Pending	1.00	7/1/2024	25,176
PUBLIC SERVICE/O&M	FRSTWKR5	ARBORIST 500	UAW FULL TIME	UAW	U0500	Posted	1.00	12/27/2024	572
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Start 2-24	1.00	3/26/2021	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Start 2-24	1.00	8/28/2021	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	1/16/2022	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	3/31/2022	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	6/18/2022	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	4/19/2023	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	9/19/2023	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	12/2/2023	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	4/15/2024	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	7/1/2024	23,173
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	7/27/2024	19,662
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	9/9/2024	14,395
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	10/18/2024	9,304
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0400	Posted	1.00	12/1/2024	3,862
PUBLIC SERVICE/O&M	MANTWKR4	MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0500	Vacant	1.00	12/1/2024	4,196
PUBLIC SERVICE/O&M	PKSMTWK4	GROUPS & MAINTENANCE WKR 400	UAW FULL TIME	UAW	U0500	Vacant	1.00	10/4/2024	12,016
PUBLIC SERVICE/O&M	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	T580	34	Vacant	1.00	11/10/2023	32,718
PUBLIC SERVICE/O&M	PUBWKSUP	PUBLIC SERVICE SUPERVISOR	T243SUP	T580	34	Vacant	1.00	11/24/2023	32,718
PUBLIC SERVICE/O&M	PUBWKSUP	SEWER SUPERVISOR	T243SUP	T580	34	Posted	1.00	11/22/2024	6,940
PUBLIC SERVICE/O&M	SOLWASOP	SOLID WASTE OPERATOR	UAW FULL TIME	UAW	U0500	Filled	1.00	4/25/2024	25,176
PUBLIC SERVICE/O&M	SWRINSF	SEWER INSPECTOR	UAW FULL TIME	UAW	U0600	Vacant	1.00	6/14/2024	27,225
PUBLIC SERVICE/O&M	SWRMTWK4	SEWER MAINTENANCE WORKER 400	UAW FULL TIME	UAW	U0600	Pending	1.00	3/15/2023	27,225
PUBLIC SERVICE/O&M	SWRMTWK5	SEWER MAINTENANCE WORKER	UAW FULL TIME	UAW	U0500	Vacant	1.00	1/31/2022	25,176
ED&P/BUILDING SAFETY	ADMAST	ADMINISTRATIVE ASSISTANT	T243CTP	T580	31	Filled	1.00	3/1/2024	28,291
ED&P/BUILDING SAFETY	BLDINSPC	BUILDING INSPECTOR	T243CTP	T580	35	Posted	1.00	7/12/2024	32,006
ED&P/BUILDING SAFETY	BLDINSPC	BUILDING INSPECTOR	T243CTP	T580	35	Posted	1.00	12/20/2024	2,082
ED&P/BUILDING SAFETY	MECINSPC	MECHANICAL INSPECTOR	T243CTP	T580	35	Hired	1.00	6/30/2023	34,348
ED&P/BUILDING SAFETY	MECINSUP	CHIEF MECHANICAL INSPECTOR	T214 SUPV	T214	39	Posted	1.00	11/2/2024	13,358
ED&P/BUILDING SAFETY	PEMTFOF	PERMITS ENFORCEMENT OFFICER	T243CTP	T580	35	Posted	1.00	1/1/2024	34,348
ED&P/BUILDING SAFETY	PLNREVSU	PLAN REVIEW SUPERVISOR	T214 SUPV	T214	37	Pending	1.00	1/8/2022	38,027
ED&P/DEVELOPMENT	HSREHAGT	HOUSING REHABILITATION AGENT	T243CTP	T580	33	Vacant	1.00	6/21/2024	31,116
ED&P/PARKING	CUSTSREP	CUSTOMER SERVICE REP	T243CTP	T580	28	Pending	1.00	8/17/2024	18,032
ED&P/PARKING	MANTWKR4	MAINTENANCE WORKER	UAW FULL TIME	UAW	U0200	Vacant	1.00	4/19/2023	19,561
ED&P/PARKING	PKGSVAMB	PARKING REVENUE AMBASSADOR	UAW FULL TIME	UAW	U0200	Vacant	1.00	3/27/2023	19,561
PUBLIC SERVICE/WWTP	INSTRTCT	INSTRUMENTATION TECHNICIAN	T243CTP	T580	35	Vacant	1.00	3/2/2024	34,348
PUBLIC SERVICE/WWTP	LABTECHN	LABORATORY TECHNICIAN	T243CTP	T580	32	Reviewing JDQ	1.00	6/30/2023	29,654
PUBLIC SERVICE/WWTP	LABTECHN	LABORATORY TECHNICIAN	T243CTP	T580	32	Reviewing JDQ	1.00	8/2/2024	24,263
PUBLIC SERVICE/WWTP	STORKPR4	STOREKEEPER/PARTS WORKER 400	UAW FULL TIME	UAW	U0500	Filled	1.00	1/21/2024	25,176
PUBLIC SERVICE/WWTP	UTLELWKR	UTILITY ELECTRICAL WORKER	T243CTP	T580	36	Reclassified/Posted	1.00	10/5/2006	32,718
PUBLIC SERVICE/WWTP	WWMATWK6	WASTEWATER MAINTENANCE WKR 600	UAW FULL TIME	UAW	U0600	Posted	1.00	12/27/2024	619
PUBLIC SERVICE/WWTP	WWSYSANL	WASTEWATER SYSTEMS ANALYST	T243CTP	T580	35	Vacant	1.00	10/23/2015	34,348
PUBLIC SERVICE/WWTP	UTMATWK6	UTILITY MAINTENANCE WORKER 600	UAW FULL TIME	UAW	U0600	Posted	1.00	10/4/2024	12,994
PUBLIC SERVICE/WWTP	FIELDTEC	FIELD TECHNICIAN	T243CTP	T580	29	Vacant	1.00	10/25/2024	9,352
PUBLIC SERVICE/FLEET	GARGESUP	GARAGE SUPERVISOR	T243SUP	T580	38	Vacant	1.00	7/1/2017	39,857
PUBLIC SERVICE/FLEET	GARGESUP	GARAGE SUPERVISOR	T243SUP	T580	38	Vacant	1.00	7/12/2019	39,857
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	3/29/2019	27,225
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	5/13/2019	27,225
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	8/17/2019	27,225
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	7/21/2021	27,225
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	6/4/2022	27,225
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	10/28/2023	27,225
PUBLIC SERVICE/FLEET	MECHANIC	MECHANIC	UAW FULL TIME	UAW	U0600	Posted Inc. Trainee	1.00	4/1/2024	27,225
PUBLIC SERVICE/FLEET	RADIOTEC	RADIO TECHNICIAN	T243CTP	T580	34	Reclass	1.00	7/14/2023	32,718
PUBLIC SERVICE/FLEET	SRVCSPEC	SERVICE SPECIALIST	T243CTP	T580	28	Vacant	1.00	9/20/2019	24,538
PUBLIC SERVICE/ENGINEERIN	ADMSPEC30	ADMINISTRATIVE SPECIALIST 30	T243CTP	T580	31	Vacant	1.00	12/1/2023	28,291
PUBLIC SERVICE/ENGINEERIN	ASTCTENG	ENVIRONMENTAL ENGINEER	T243CTP	T580	37	Filled	1.00	1/1/2020	37,918
PUBLIC SERVICE/ENGINEERIN	BUSVRMGR	BUSINESS SERVICES MANAGER	T243CTP	T580	40	Pending	1.00	7/1/2024	43,975
PUBLIC SERVICE/ENGINEERIN	ENGINR36	ENGINEER 36	T214 NS	T214	38	Vacant	1.00	6/6/2019	39,962
PUBLIC SERVICE/ENGINEERIN	ENGINR36	ENGINEER 36	T214 NS	T214	38	Vacant	1.00	1/26/2023	39,962
DISTRICT COURT	DPCLERK2	DEPUTY CLERK 2	T243 DCT	D580	DC02	Filled	1.00	10/27/2023	19,180
DISTRICT COURT	DPCLERK2	DEPUTY CLERK 2	T243 DCT	D580	DC02	Filled	1.00	5/10/2024	19,180
DISTRICT COURT	DPCLERK2	DEPUTY CLERK 2	T243 DCT	D580	DC02	Filled	1.00	12/13/2024	1,889
DISTRICT COURT	DPCLERK2	DEPUTY CLERK 2	T243 DCT	D580	DC02	Vacant	1.00	12/17/2024	1,598
FIRE/SAFER	FIRFIGHTR	FIREFIGHTER	IAFF FIREFIGHTR	FF54	F	Start 2-24	15.00	Grant	-
						Out of 347	83.00		1,592,662.04



Andy Schor, Mayor

CITY OF LANSING

124 W. Michigan Ave.
Finance Dept, 8th Floor
Lansing, Michigan 48933

January 17, 2025

Mr. Harlan Goodrich
Local Audit and Finance Division
State of Michigan Department of Treasury
P.O. Box 30728
Lansing, MI 48909-8228

Dear Mr. Goodrich:

Please accept this as the City of Lansing Deficit Elimination Plan as a result of your letter dated December 19, 2024.

For the year ended June 30, 2024, the Fringe Benefits (Internal Service) Fund (FBF) ended with a total net position of (\$5,037,340) with a calculated deficit amount of \$4,967,309 to be addressed. This deficit is in an Internal Service Fund where conceptually revenues come in from other Funds to then cover the costs of City-wide fringe benefits. Sometimes, however, actual costs come in higher than initially planned and budgeted for and we have a situation where net position is used to cover that overage as there is a timing issue for differences between planned expenses vs. actual expenses and this needs to be accounted for and recouped in subsequent years. This is what caused the deficit in 23/24, two years of expenses being greater than revenues to fund those expenses.

The City is planning an additional \$8,000,000 transfer in 24/25 into the Fringe Benefit Fund to cover prior year deficit. The Funds that contribute funding to the FBF will be contributing their proportionate share of the \$8 million in the 24/25 fiscal year. This will allow the FBF to eliminate the deficit and leave an expected \$3 million surplus that will flow into net position at the end of the fiscal year in order to cover future timing issues that may arise.

As you will note from the City's attached 2025 budget resolution for the funds where budgets are required, they have sufficient budgets to cover this expected transfer. Several funds that contribute to the FBF are Enterprise or other Internal Services Funds however and those funds are not required by Governmental GAAP to have budgets adopted so therefore they are not included in the document. They are, however, planned by finance staff to be transferred in 24/25 to allow the FBF to not be in a deficit situation at 6/30/25.

The City will monitor this situation more closely in the future, with the implementation of new accounting software, to assure there are no deficit situations in the future.

We hope that this corrective action response is an acceptable deficit elimination plan for the Department. If additional information is needed to satisfy your request, please do not hesitate to contact me.

Desiree A. Kirkland, MA, MICPT, CPFIM
Finance Director
City of Lansing

"Equal Opportunity Employer"

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>		
After School Semester Fee	50.00	80.00
Esports Birthday Party	-	200.00
Babysitter Class	-	75.00
Lifeguard Review Class	-	50.00
Wilderness First Aid	-	100.00
In Town/Half Day Senior Trips	-	50.00

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 - 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 - Athletic Field Practice Permit</u>		
Youth Baseball/Fast-Pitch		
Softball Practice (per hour)	25.00	35.00
Baseball/Fast Pitch Softball		
Field Fitting (per fitting, per field)	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 field)	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 game)	100.00	110.00
Adult Baseball/Fast Pitch		
Softball Tournament (per game)	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

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</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
<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>		
Fifth Row, Resident	1,125.00	1,225.00
Fifth Row, Non Resident	1,690.00	1,850.00
Fourth Row, Resident	1,225.00	1,350.00
Fourth Row, Non Resident	1,850.00	2,025.00
Second/Third Row, Resident	1,425.00	1,575.00
Second/Third Row, Non Resident	2,150.00	2,350.00
First Row, Resident	1,325.00	1,450.00
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

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</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
<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
EW 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>		
Ordinance Civil Infractions	130.00	135.00

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>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
<u>Economic Development & Planning - Code Compliance</u>		
Rental Housing Registration		
New Registration	400.00	235.00
Change of Owner	200.00	55.00
Rental Housing Inspection		
Single Family		
Base Fee: 1 & 2 Family structures	215.00	175.00
Per Unit: Single Family Dwelling	25.00	145.00
Per Unit: Single Family Duplex	25.00	120.00
Multi-Family - Apartments or Townhouses		
Base Fee: Multiple Family Structures	150.00	120.00
Per unit: Multiple Family Structures	18.00	40.00
No Show Fee	65.00	65.00
Appointments made by Certified Mail	35.00	-
Rental Re-Inspections (above 1st re-inspection)		
Base Fee: (Consolidated Rate)	-	55.00
Base Fee: 2nd Re-inspection	50.00	-
Base Fee: 3rd Re-inspection	100.00	-
Base Fee: Additional Re-inspections	150.00	-
Rental Re-Inspection - per unit	-	20.00
Administrative Services Fees		
Failure To Comply Notice (follow up)	100.00	115.00
Late Fees		
Consolidated Rate (single & multi-family)	-	75.00
Single Family		
30 Days Rental Housing Inspection	120.00	-
60 Days Rental Housing Inspection	120.00	-
Multi-Family (per building)		
30 Days Rental Housing Inspection	75.00	-
60 Days Rental Housing Inspection	150.00	-

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>Economic Development & Planning - Code Compliance (continued)</u>		
Failure to Register Rental Property	150.00	170.00
Lack of Certificate (Pink Tag)	100.00	100.00
Second Notice Fees		
Consolidated Rate	-	215.00
2nd Notice in Same Calendar Year	75.00	-
3rd Notice in Same Calendar Year	150.00	-
Subsequent Notices	300.00	-
Red Tag Monitoring Fees		
Base Fee	150.00	140.00
Per unit fee	-	25.00
Trash and Grass Abatement Fees	265.00	250.00
Emergency Board-Up Fees		
Standard Rate	265.00	375.00
After-Hours	-	540.00
Demolition Fees	4,000.00	2,450.00
<u>Economic Development & Planning - Planning</u>		
Site Plan Review		
Base Rate		
Consolidated Rate	-	900.00
Properties <1 Acre	560.00	-
Properties 1-3 Acres	850.00	-
Properties > 3 Acres	1,210.00	-
Additional Revisions		
Consolidated Rate	-	130.00
Properties <1 Acre	250.00	-
Properties 1-3 Acres	300.00	-
Properties > 3 Acres	440.00	-
Zoning Amendment & Special Land Use		
Consolidated Rate	-	1,100.00
Properties <1 Acre	500.00	-
Properties 1-3 Acres	650.00	-
Properties > 3 Acres	800.00	-
Planned Unit Development		
Consolidated Rate	-	1,100.00
Properties <1 Acre	500.00	-
Properties 1-3 Acres	650.00	-
Properties > 3 Acres	800.00	-

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>Economic Development & Planning - Planning (continued)</u>		
Board of Zoning Appeals		
Consolidated Rate	-	450.00
Single Family Home Improvement	160.00	-
Other Properties <1 Acre	250.00	-
Other Properties 1-3 Acres	350.00	-
Other Properties > 3 Acres	450.00	-
Nonconforming Use		
Reconstruction Application	250.00	-
Substitution of Use	150.00	-
Act 33 Review		
Consolidated Rate	-	650.00
Land Sales / Purchases over \$50,000	100.00	-
All others	50.00	-
Lot Split/Lot Combination		
Standard Application- Lot Split	150.00	170.00
Standard Application - Lot Combination	-	25.00
Applications Requiring Planning Board and Council Action	250.00	500.00
Floodplain Permits		
Properties <0.5 Acre	200.00	-
Properties >0.5 Acre	SLU Rates	-
Subdivision		
Each additional 25 lots (above 100) or portion thereof (see ordinance)	10.00	10.00
Zoning Verification - Comprehensive Reviews	25.00	225.00
Historic District Commission Certificate of Appropriateness	-	100.00

(Continued)

BY COMMITTEE OF THE WHOLE
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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	FY 2025 Veto	FY 2025 Adopted
<u>Estimated Revenues</u>					
Property Taxes	53,925,000		53,925,000		53,925,000
Income Taxes	42,750,000		42,750,000		42,750,000
Licenses & Permits	1,850,000		1,850,000		1,850,000
State Grants	25,850,000		25,850,000		25,850,000
Contributions	27,800,000		27,800,000		27,800,000
Charges for Services	10,180,000	125,000	10,305,000		10,305,000
Fines & Forfeitures	1,576,000		1,576,000		1,576,000
Interest & Rent	660,000		660,000		660,000
Other Revenue	409,000		409,000		409,000
Appropriation of Fund Balance	-	550,000	550,000	(375,000)	175,000
Interfund Transfers In	100,000		100,000		100,000
Total Revenue	165,100,000	675,000	165,775,000	(375,000)	165,400,000
<u>Appropriations</u>					
City Council					
Personnel	541,858		541,858		541,858
Operating	193,843		193,843		193,843
Total	735,701	-	735,701	-	735,701
Mayor's Office					
Personnel	1,034,509		1,034,509		1,034,509
Operating	282,089		282,089		282,089
Total	1,316,598	-	1,316,598	-	1,316,598
Office of Community Media					
Personnel	651,522		651,522		651,522
Operating	76,009		76,009		76,009
Total	727,531	-	727,531	-	727,531
Finance Operations					
Personnel	1,578,106		1,578,106		1,578,106
Operating	532,454		532,454		532,454
Total	2,110,560	-	2,110,560	-	2,110,560

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	FY 2025 Veto	FY 2025 Adopted
City Clerk's Office					
Personnel	1,152,251		1,152,251		1,152,251
Operating	801,810		801,810		801,810
Total	1,954,061	-	1,954,061	-	1,954,061
Internal Audit					
Personnel	195,192		195,192		195,192
Operating	8,159		8,159		8,159
Total	203,351	-	203,351	-	203,351
Treasury/Income Tax					
Personnel	1,997,312		1,997,312		1,997,312
Operating	900,488		900,488		900,488
Total	2,897,800	-	2,897,800	-	2,897,800
Assessing					
Personnel	1,521,803		1,521,803		1,521,803
Operating	233,461		233,461		233,461
Total	1,755,264	-	1,755,264	-	1,755,264
City Attorney's Office					
Personnel	2,407,024		2,407,024		2,407,024
Operating	300,998		300,998		300,998
Total	2,708,022	-	2,708,022	-	2,708,022
Human Resources					
Personnel	1,847,163		1,847,163		1,847,163
Operating	679,126		679,126		679,126
Total	2,526,289	-	2,526,289	-	2,526,289
Courts					
Personnel	4,823,927	365,000	5,188,927	(365,000)	4,823,927
Operating	1,494,273	10,000	1,504,273	(10,000)	1,494,273
Total	6,318,200	375,000	6,693,200	(375,000)	6,318,200
Police					
Personnel	47,833,586		47,833,586		47,833,586
Operating	9,284,341		9,284,341		9,284,341
Total	57,117,927	-	57,117,927	-	57,117,927

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	FY 2025 Veto	FY 2025 Adopted
Fire					
Personnel	37,119,450		37,119,450		37,119,450
Operating	6,098,360		6,098,360		6,098,360
Total	43,217,810	-	43,217,810	-	43,217,810
Public Service					
Personnel	3,182,612		3,182,612		3,182,612
Operating	9,826,092		9,826,092		9,826,092
Total	13,008,704	-	13,008,704	-	13,008,704
Human Relations & Community Services					
Personnel	1,832,040		1,832,040		1,832,040
Operating	248,553		248,553		248,553
Total	2,080,593	-	2,080,593	-	2,080,593
Basic Human Services & Racial Equity					
Operating	2,235,000		2,235,000		2,235,000
Total	2,235,000	-	2,235,000	-	2,235,000
Economic Development and Planning					
Personnel	3,758,414	125,000	3,883,414		3,883,414
Operating	2,760,027		2,760,027		2,760,027
Total	6,518,441	125,000	6,643,441	-	6,643,441
Parks and Recreation					
Personnel	5,675,739		5,675,739		5,675,739
Operating	3,428,336		3,428,336		3,428,336
Total	9,104,075	-	9,104,075	-	9,104,075
Neighborhoods, Arts, and Citizen Engagement					
Personnel	1,094,223		1,094,223		1,094,223
Operating	433,913	175,000	608,913		608,913
Total	1,528,136	175,000	1,703,136	-	1,703,136
City Supported Agencies					
Operating	537,500		537,500		537,500
Total	537,500	-	537,500	-	537,500
City Recognitions					
Operating	10,000		10,000		10,000
Total	10,000	-	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	FY 2025 Veto	FY 2025 Adopted
Non-Departmental					
Vacancy Factor	(1,500,000)		(1,500,000)		(1,500,000)
South Lansing District Library	145,000		145,000		145,000
Debt Service	1,346,312		1,346,312		1,346,312
Transfers Out	6,497,125		6,497,125		6,497,125
Total	6,488,437	-	6,488,437	-	6,488,437
 Total General Fund Appropriation	 165,100,000	 675,000	 165,775,000	 (375,000)	 165,400,000

II. Special Revenue Funds

Stadium Fund

Estimated Revenues

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

Estimated Expenditures

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

Major Streets Fund

Estimated Revenues

Licenses & Permits	692,000		692,000		692,000
Federal Grants	1,175,000		1,175,000		1,175,000
State Grants	19,575,000		19,575,000		19,575,000
Charges for Services	618,000		618,000		618,000
Other Revenue	10,000		10,000		10,000
Appropriation of Fund Balance	1,400,000		1,400,000		1,400,000
Total Revenues	23,470,000	-	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	FY 2025 Veto	FY 2025 Adopted
Major Streets Fund (continued)					
<u>Estimated Expenditures</u>					
Personnel	2,166,683		2,166,683		2,166,683
Operating	3,926,069		3,926,069		3,926,069
Capital	13,125,000		13,125,000		13,125,000
Debt Service	252,248		252,248		252,248
Transfers Out	4,000,000		4,000,000		4,000,000
Total Appropriations	23,470,000	-	23,470,000	-	23,470,000
Local Streets Fund					
<u>Estimated Revenues</u>					
Property Taxes	150,000		150,000		150,000
State Grants	4,300,000		4,300,000		4,300,000
Interfund Transfers In	6,710,000		6,710,000		6,710,000
Total Revenues	11,160,000	-	11,160,000	-	11,160,000
<u>Estimated Expenditures</u>					
Personnel	2,677,127		2,677,127		2,677,127
Operating	3,327,773		3,327,773		3,327,773
Capital	4,535,000		4,535,000		4,535,000
Debt Service	620,100		620,100		620,100
Total Appropriations	11,160,000	-	11,160,000	-	11,160,000
Public Safety Revenue Sharing Fund					
<u>Estimated Revenues</u>					
State Grants	3,500,000		3,500,000		3,500,000
Total Revenues	3,500,000	-	3,500,000	-	3,500,000
<u>Estimated Expenditures</u>					
Police					
Personnel	2,430,000		2,430,000		2,430,000
Operating	1,070,000	(175,000)	895,000		895,000
Total	3,500,000	(175,000)	3,325,000	-	3,325,000
Office of Gun Violence Prevention					
Personnel	-	175,000	175,000		175,000
Total	-	175,000	175,000	-	175,000
Total Appropriations	3,500,000	-	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	FY 2025 Veto	FY 2025 Adopted
HOME Grant Fund					
<u>Estimated Revenues</u>					
Federal Grants	833,394		833,394		833,394
Other Revenue	25,000		25,000		25,000
Total Revenues	858,394	-	858,394	-	858,394
<u>Estimated Expenditures</u>					
Personnel	91,330		91,330		91,330
Operating	153,664		153,664		153,664
Capital	613,400		613,400		613,400
Total Appropriations	858,394	-	858,394	-	858,394
Emergency Solutions Grant (ESG) Fund					
<u>Estimated Revenues</u>					
Federal Grants	181,593		181,593		181,593
Total Revenues	181,593	-	181,593	-	181,593
<u>Estimated Expenditures</u>					
Operating	181,593		181,593		181,593
Total Appropriations	181,593	-	181,593	-	181,593
Building Department Fund					
<u>Estimated Revenues</u>					
Licenses & Permits	2,865,000		2,865,000		2,865,000
Appropriation of Fund Balance	500,000		500,000		500,000
Total Revenues	3,365,000	-	3,365,000	-	3,365,000
<u>Estimated Expenditures</u>					
Personnel	2,515,057		2,515,057		2,515,057
Operating	849,943		849,943		849,943
Total Appropriations	3,365,000	-	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	FY 2025 Veto	FY 2025 Adopted
Community Development Block Grant (CDBG) Fund					
<u>Estimated Revenues</u>					
Federal Grants	2,070,597		2,070,597		2,070,597
Other Revenue	600,000		600,000		600,000
Interfund Transfers In	134,125		134,125		134,125
Total Revenues	2,804,722	-	2,804,722	-	2,804,722
<u>Estimated Expenditures</u>					
Personnel	1,057,483		1,057,483		1,057,483
Operating	465,471		465,471		465,471
Capital	1,281,768		1,281,768		1,281,768
Total Appropriations	2,804,722	-	2,804,722	-	2,804,722
Disaster Contingency Fund					
<u>Estimated Revenues</u>					
Federal Grants	500,000		500,000		500,000
Total Revenues	500,000	-	500,000	-	500,000
<u>Estimated Expenditures</u>					
Operating	500,000		500,000		500,000
Total Appropriations	500,000	-	500,000	-	500,000
Drug Law Enforcement Federal Fund					
<u>Estimated Revenues</u>					
Interest & Rent	200		200		200
Total Revenues	200	-	200	-	200
<u>Estimated Expenditures</u>					
Operating	200		200		200
Total Appropriations	200	-	200	-	200
Drug Law Enforcement State and Local Fund					
<u>Estimated Revenues</u>					
Fines & Forfeitures	60,500		60,500		60,500
Interest & Rent	500		500		500
Appropriation of Fund Balance	100,000		100,000		100,000
Total Revenues	161,000	-	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	FY 2025 Veto	FY 2025 Adopted
Drug Law Enforcement State and Local Fund (continued)					
<u>Estimated Expenditures</u>					
Operating	76,200		76,200		76,200
Capital	84,800		84,800		84,800
Total Appropriations	161,000	-	161,000	-	161,000
Tri-County Metro Fund					
<u>Estimated Revenues</u>					
Contributions	400,000		400,000		400,000
Fines & Forfeitures	50,000		50,000		50,000
Appropriation of Fund Balance	(200,000)		(200,000)		(200,000)
Total Revenues	250,000	-	250,000	-	250,000
<u>Estimated Expenditures</u>					
Personnel	84,000		84,000		84,000
Operating	166,000		166,000		166,000
Total Appropriations	250,000	-	250,000	-	250,000
State & Federal Grants Fund					
<u>Estimated Revenues</u>					
State Grants	800,000		800,000		800,000
Total Revenues	800,000	-	800,000	-	800,000
<u>Estimated Expenditures</u>					
Operating	800,000		800,000		800,000
Total Appropriations	800,000	-	800,000	-	800,000
Opioid Settlement Fund					
<u>Estimated Revenues</u>					
Other Revenues	201,000		201,000		201,000
Total Revenues	201,000	-	201,000	-	201,000
<u>Estimated Expenditures</u>					
Operating	201,000		201,000		201,000
Total Appropriations	201,000	-	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	FY 2025 Veto	FY 2025 Adopted
Downtown Lansing, Inc. Fund					
<u>Estimated Revenues</u>					
Special Assessments	467,000		467,000		467,000
State Grants	1,095,000		1,095,000		1,095,000
Other Revenue	288,200		288,200		288,200
Interfund Transfers In	85,000		85,000		85,000
Total Revenues	1,935,200	-	1,935,200	-	1,935,200

Estimated Expenditures

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

III. Capital Project Funds

Other Capital Projects Fund

Estimated Revenues

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

Estimated Expenditures

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

Parks Millage Capital Projects Fund

Estimated Revenues

Interfund Transfers In	2,635,000		2,635,000		2,635,000
Total Revenues	2,635,000	-	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	FY 2025 Veto	FY 2025 Adopted
Parks Millage Capital Projects Fund (continued)					
<u>Estimated Expenditures</u>					
Operating	641,000		641,000		641,000
Capital	1,258,000		1,258,000		1,258,000
Transfers Out	736,000		736,000		736,000
Total Appropriations	2,635,000	-	2,635,000	-	2,635,000
IV. Enterprise Funds					
Cemetery Fund					
<u>Estimated Revenues</u>					
Charges for Services	318,000		318,000		318,000
Interest & Rent	10,000		10,000		10,000
Other Revenue	158,000		158,000		158,000
Interfund Transfers In	636,000		636,000		636,000
Total Revenues	1,122,000	-	1,122,000	-	1,122,000
<u>Estimated Expenditures</u>					
Personnel	715,745		715,745		715,745
Operating	376,255		376,255		376,255
Transfers Out	30,000		30,000		30,000
Total Appropriations	1,122,000	-	1,122,000	-	1,122,000
Municipal Parking System Fund					
<u>Estimated Revenues</u>					
Charges for Services	4,580,000		4,580,000		4,580,000
Fines & Forfeitures	750,000		750,000		750,000
Other Revenue	45,000		45,000		45,000
Appropriation of Fund Balance	250,000		250,000		250,000
Total Revenues	5,625,000	-	5,625,000	-	5,625,000
<u>Estimated Expenditures</u>					
Personnel	2,198,207		2,198,207		2,198,207
Operating	1,851,193		1,851,193		1,851,193
Capital	860,500		860,500		860,500
Debt Service	715,100		715,100		715,100
Total Appropriations	5,625,000	-	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	FY 2025 Veto	FY 2025 Adopted
Golf Fund					
<u>Estimated Revenues</u>					
Interfund Transfers In	100,000		100,000		100,000
Total Revenues	100,000	-	100,000	-	100,000
<u>Estimated Expenditures</u>					
Operating	100,000		100,000		100,000
Total Appropriations	100,000	-	100,000	-	100,000
Sewage Disposal System Fund					
<u>Estimated Revenues</u>					
Licenses & Permits	50,000		50,000		50,000
Charges for Services	40,695,000		40,695,000		40,695,000
Interest & Rent	135,000		135,000		135,000
Other Revenue	20,000		20,000		20,000
Appropriation of Fund Balance	6,000,000		6,000,000		6,000,000
Total Revenues	46,900,000	-	46,900,000	-	46,900,000
<u>Estimated Expenditures</u>					
Personnel	7,832,395		7,832,395		7,832,395
Operating	10,426,573		10,426,573		10,426,573
Capital	15,800,000		15,800,000		15,800,000
Debt Service	12,841,032		12,841,032		12,841,032
Total Appropriations	46,900,000	-	46,900,000	-	46,900,000
Garbage and Rubbish Collection Fund					
<u>Estimated Revenues</u>					
Charges for Services	3,600,000		3,600,000		3,600,000
Total Revenues	3,600,000	-	3,600,000	-	3,600,000
<u>Estimated Expenditures</u>					
Personnel	1,458,884		1,458,884		1,458,884
Operating	1,616,116		1,616,116		1,616,116
Capital	525,000		525,000		525,000
Total Appropriations	3,600,000	-	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	FY 2025 Veto	FY 2025 Adopted
Recycling Fund					
<u>Estimated Revenues</u>					
Charges for Services	4,773,000		4,773,000		4,773,000
Interest & Rent	5,000		5,000		5,000
Other Revenue	5,000		5,000		5,000
Total Revenues	4,783,000	-	4,783,000	-	4,783,000
<u>Estimated Expenditures</u>					
Personnel	1,718,493		1,718,493		1,718,493
Operating	2,564,507		2,564,507		2,564,507
Capital	500,000		500,000		500,000
Total Appropriations	4,783,000	-	4,783,000	-	4,783,000

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

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 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 expenditure. If events necessitate that the combined balances drop below 12% of General Fund expenditures, a fiscal stabilization plan will be submitted to City Council to restore reserves to the 12% target in a period not to exceed 5 years.

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 application information for any grant requiring legislative approval 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 knowns 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.

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 is requested to 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, and submit to Council no later than September 1, 2024.

Mowing of Parks and Cemeteries

The Administration is requested to initiate a study to analyze savings realized on an annual basis stemming from the contracting of mowing to an outside contractor. As part of the study, it is also requested that the Administration study the cost of bringing mowing services back into the city, including start-up costs and annual personnel and operating costs moving forward. The Administration is being requested to submit the results of this study to City Council no later than September 1, 2024.

Capital City Allocation

The Administration is requested to study appropriations that other capital cities across the United States receive annually due to being a capital city. As part of this study, the Administration is requested to explore the framework for these allocations (e.g. formula for spending) and whether these allocations are constitutional or statutory. The Administration is being requested to submit the results of this study to City Council no later than September 1, 2024.


Chris Ingers, CLERK/CITY CLERK
Lansing City Clerk

I hereby certify that the foregoing is true
and is a complete copy of the action
adopted by the Lansing City Council.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 19, 2024

**Notice of Intent To
Withhold State Payments**

Municipality Code: 332020
APR Form ID Number: 163386
Report ID Number: 163390

Sent Via Email

Chief Administrative Officer
City of Lansing
cynthia.gill@lansingmi.gov

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in [Treasury Website \(Numbered Letter 2016-1\)](#). An additional resource is our [online video library](#) which explains what a deficit elimination plan is, why it is important, and how to file.

The Local Audit and Finance Division received an audit report from your local unit for the fiscal year ending 2024. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Cemetery	No Plan Necessary
Garbage & Rubbish Collection	No Plan Necessary
Recycling	No Plan Necessary
Fringe Benefits	-\$4,967,309.00

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis. In addition, for General Fund deficits the Department of

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

WHEREAS, at any time during the fiscal year, the City Council may consider appropriations which modify the previously adopted annual appropriation to transfer an unencumbered balance in whole or in part from any account; provide for the expenditure of revenues in excess of those in the budget; or meet a public emergency affecting life, health, property, or the public peace; and

WHEREAS, the Michigan Department of Treasury, through Numbered Letter 2016-1, requires a deficit elimination plan for funds ending in a deficit condition; and

WHEREAS, the City's Fringe Benefits Fund charges expenses ended fiscal year 2024 with a current year deficit of \$4,967,309 primarily due to undercharging fringe benefit expenses to the City's operating funds; and

WHEREAS, the unallocated charges resulted in higher beginning fund balances to the responsible funds which are available for reappropriation in the current fiscal year to correct the deficit.

NOW, THEREFORE, BE IT RESOLVED that the following FY 2024/2025 budget amendment is approved:

General Fund	Appropriation of Fund Balance	\$6,490,000
General Fund	Personnel (DEP)	\$6,490,000
Major Streets Fund	Appropriation of Fund Balance	\$140,000
Major Streets Fund	Personnel (DEP)	\$140,000
Local Streets Fund	Appropriation of Fund Balance	\$140,000
Local Streets Fund	Personnel (DEP)	\$140,000
Building Department Fund	Appropriation of Fund Balance	\$100,000
Building Department Fund	Personnel (DEP)	\$100,000
Municipal Parking System Fund	Appropriation of Fund Balance	\$100,000
Municipal Parking System Fund	Personnel (DEP)	\$100,000
Sewage Disposal System Fund	Appropriation of Fund Balance	\$350,000
Sewage Disposal System Fund	Personnel (DEP)	\$350,000
Garbage and Rubbish Collection Fund	Appropriation of Fund Balance	\$65,000
Garbage and Rubbish Collection Fund	Personnel (DEP)	\$65,000
Sewage Disposal System Fund	Appropriation of Fund Balance	\$75,000
Sewage Disposal System Fund	Personnel (DEP)	\$75,000

BE IT FURTHER RESOLVED, the Administration is authorized to create appropriation accounts and to make the necessary operating transfers for the expenditure and control of the appropriations;

BE IT FINALLY RESOLVED that the attached schedules are adopted as the City's Fringe Benefit Fund deficit elimination plan:

FRINGE BENEFITS FUND	FY2025	FY2026
Charges for Services - General	82,016,650	85,790,000
Charges for Services - DEP	7,460,000	-
Total Revenues	89,476,650	85,790,000
Healthcare	37,862,552	40,890,000
Retirement	35,067,506	36,120,000
FICA	3,317,437	3,420,000
Dental	1,859,155	1,900,000
Workers Comp	1,450,000	1,480,000
Other	1,920,000	1,980,000
Total Expenditures	81,476,650	85,790,000
Beginning Fund Balance	(4,967,309)	3,032,691
Change	8,000,000	-
Ending Fund Balance	<u>3,032,691</u>	<u>3,032,691</u>

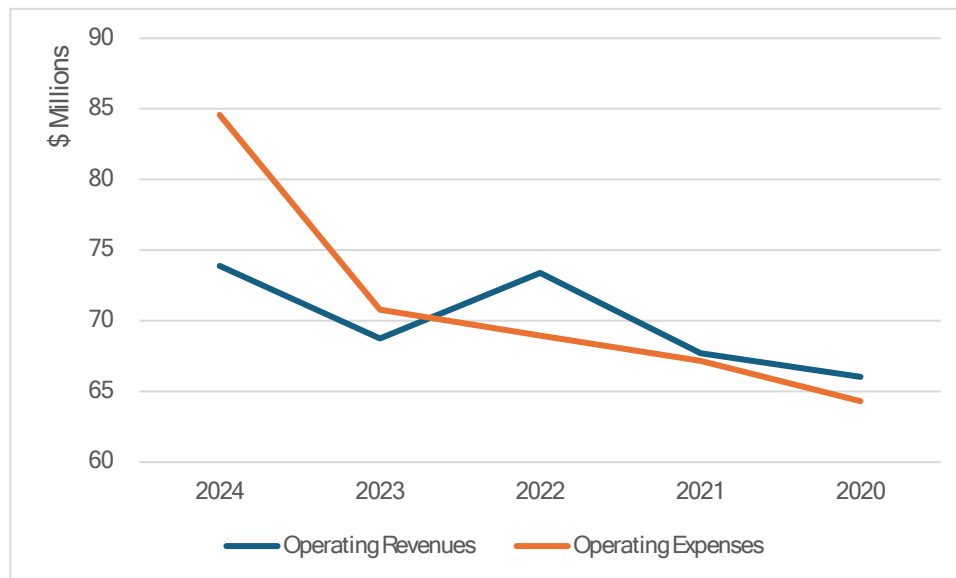


**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

MEMO: 3966 - Deficit Elimination Plan
Date: February 24, 2025
To: Committee of the Whole
From: Internal Auditor Charles H Randall, CPA, CISA

Overview

The City is self-funded for healthcare coverage, meaning the City pays claims as they are submitted for payment and estimates unsubmitted claims. The annual budget estimates claims to be paid and revenue necessary to maintain a net positive fund balance. Operating expenses increased a steady 3-4% from 2021 to 2023. While 2023 operating expenses were over revenues, there was an adequate fund balance to absorb this imbalance. 2024 operating expenses came in at 19.5% higher than 2023, a rate 6.5 times higher than the 3-4% historical.



Questions / Comments

Why didn't this effect the FY 2024 liability accrual estimate of "Claims incurred but not reported"? It was increased \$590 year-over-year.

What is the operating expense trend thus far in fiscal year 2025?

HRCS FY2024 TO FY2025 CARRY FORWARD & REALLOCATION 1-8-25

HRCS is seeking to Carry-Forward/Reallocate 2023-2024 funds to provide the following services and projects.

Alternative Shelter Project. (\$1,080,726.71 total project amount for FY25) HRCS aims to create a low-barrier outdoor shelter to address homelessness in the City of Lansing and supplement the agency gaps in services for the unhoused. Every effort has been made to absorb any excess grant funds previous years into our Community Problem Solving account to help fund the effort to keep our unhoused neighbors safe.

Total funds to be Carried-Forward/Reallocated for the Alternative Shelter Project is **\$837,667.71** for a total combined FY25 amended budget of **\$1,080,726.71** to funds committed to the Alternative Shelter Project.

The following reflects those accounts or programs funds to be carried-forwarded for use for the Alternative Shelter Project. The total Amount to be Carried-Forwarded for accounts related to the Alternative Shelter Project is **\$746,624.94** for a total combined FY25 amended budget of **\$989,683.94**.

Community Problem Solving (101.833715.960121) **\$576,136.15** for a total FY25 Amended Budget of **\$591,136.15**.

Human Services Discretionary (101.833710.960120) **\$159,913.53** for a total FY25 Amended Budget of **\$209,913.53**

Alternative Temporary Shelter (101.833730.960380) **\$10,575.26** for a total FY25 Amended Budget of **\$188,634.26**.

The following 2023-2024 remaining budget balances will be reallocated into the 2024-2025 **Community Problem Solving Account** (101.833715.960121). As mentioned previously every effort has been made to absorb any excess funds into the Community Problem Solving account to help fund the effort to keep our unhoused neighbors safe. The Total funds to be reallocated to the FY25 Community Problem Solving Account (101.833715.960121) from unused funds is **\$91,042.77** bringing the total FY25 Fund Amended Budget to **\$682,178.92**

Grant Match Fun (101.833710.960205) **\$10,000.00** grant match funds that were intended as match funds for GF grantees applying for non-COL grants. No applications were received during FY24.

The Listening Ear (101.833720.960063) **\$6,000.00** HRCS did not receive a response to accept the grant award.

Youth RFP 14-19 (101.833720.960237) **\$7,892.00** An RFP was budgeted for FY24 but was never awarded.

Peckham, Inc. – Embers (101.833720.960364) **\$2,298.96** Grantee was not able to expend the entire grant award and returned the balance

St. Stephen's Comm Church Youth (101.833720.960365) **\$1,604.47** Grantee was not able to expend the entire grant award from FY23 and returned the balance

KCS Angels: Social Enrichment for Disabled Adults (101.833720.960375) **\$56.50** Grantee was not able to expend the entire grant award and returned the balance

Cristo Rey Community Center - Direct Services/Food Access (101.833730.960174) **\$20,000.00** Grant award was denied by the Mayor's Office but continues to be placed in the HRCS budget.

EVE, Inc. - Emergency DV Shelter (101.833730.960175) **\$56.32** Grantee was not able to expend the entire grant award from FY23 and returned the balance

Emergency Food Assistance (101.833730.960315) **\$25,000.00**

Subsidized Eviction Prevention (101.833730.960325) **\$3,134.52**

Household Stability Furniture (101.833730.960332) **\$15,000.00**

The PPA Homelessness Study and MFCC Prevailing Wage Study. (\$66,682.00 total amount for a total FY25 Amended Budget of **\$116,682** in Miscellaneous Operating) These funds will allow the City of Lansing to fund the following ongoing studies.

Miscellaneous Operating (101.672500.956000) **\$50,982.00** for the PPA

Miscellaneous Operating (101.672500.956000) **\$15,700.00** for the MFCC

These funds were not spent in FY24 due to overlapping contract dates.

Community Needs Assessment. (\$80,000.00 total amount) This will allow an RFP to be issued to perform a comprehensive assessment of local human services needs and gaps.

Community Needs Assessment (101.833710.960260) **\$80,000.00**

Emergency Hoteling. (\$200,400.00 total amount) This will allow the City of Lansing to continue funding the Emergency Hoteling program that it operates in partnership with Holy Cross Services.

Emergency Hoteling (101.833730.960381) **\$200,400.00**

These funds were not spent in FY24 due to overlapping contract dates.

S:\Human_Relations_and_Community_Services_Staff\Aa Human Services Docs\General Fund\Contracts\FY 2025\Carryforwards

Racial Equity Grant. (\$532,346.21 total amount) These are funds that will have a yearly RFP for racial equity programming in the City of Lansing.

Racial Justice Discretionary (101.833740.960700) **\$366,346.21** for a total FY25 amended budget of **\$532,346.21**.

Racial Justice Equity Alliance. (\$175,126.64 total amount) These funds are for continued support for the DEI initiative, that includes consultant trainings, development of the Equity Core Team, and support for the DEI advisory board.

Racial Justice Equity Alliance (101.834101.960017) **\$175,126.64**

FY24 Carry Forward/Reallocation Total is \$1,726,222.76

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

WHEREAS, at any time during the fiscal year, the City Council may consider appropriations which modify the previously adopted annual appropriation to transfer an unencumbered balance in whole or in part from any account; provide for the expenditure of revenues in excess of those in the budget; or meet a public emergency affecting life, health, property, or the public peace; and,

WHEREAS, appropriated funds within the State's FY25 budget were not enacted due to tie-barred legislation not passing the State Senate resulting in no funding available to support the proposed supplemental public safety services as part of the adopted budget; and,

WHEREAS, adjustments to State Grants due to updated estimates for revenue sharing and Contributions from the Board of Water and Light Return on Equity; and,

WHEREAS, City Council requested in Resolution 2024-139 that operating funds be carried forward for use toward security, Cesar Chavez event, community funding, and training; and,

WHEREAS, the Office of Community Media has relocated with staff parked in the North Capitol Ramp, adding additional parking expense to their operating budget; and,

WHEREAS, Human Relations and Community Services has obligated funding to be carried forward for services in completing a homelessness study commissioned during the previous fiscal year and funding for meeting basic human needs requesting to be reallocated in the current fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the following FY 2024/2025 budget amendment is approved:

General Fund	State Grants	(\$500,000)
General Fund	Contributions	\$500,000
General Fund	Appropriation of Fund Balance	\$1,768,000
	General Fund Revenues	\$1,768,000
General Fund	City Council - Operating	\$27,769
General Fund	Office of Community Media - Operating	\$14,008
General Fund	Human Relations & Community Services – Operating	\$66,682

General Fund	<u>Basic Human Services & Racial Equity - Operating</u>	
	Alternative Temporary Shelter	\$10,575
	Human Services Discretionary	\$159,914
	Community Problem Solving	\$667,179
	Community Needs Assessment	\$80,000
	Emergency Hoteling	\$200,400
	Racial Equity Grant	\$366,346
General Fund	<u>Community Supported Agencies</u>	
	Racial Justice & Equity Alliance	\$175,127
	General Fund Expenditures	\$1,768,000
Public Safety Revenue Sharing Fund	State Grants	(\$3,500,000)
	Public Safety Fund Revenues	(\$3,500,000)
Public Safety Revenue Sharing Fund	Police - Personnel	(\$2,430,000)
Public Safety Revenue Sharing Fund	Police - Operating	(\$895,000)
Public Safety Revenue Sharing Fund	Office of Gun Violence	
	Prevention – Personnel	<u>(\$175,000)</u>
	Public Safety Fund Expenditures	(\$3,500,000)

BE IT FURTHER RESOLVED, the Administration is authorized to create appropriation accounts and to make the necessary operating transfers for the expenditure and control of the appropriations:



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

MEMO: 3965 - Budget: Amendment for Carryforward from FY 2024 to FY 2025
Date: February 24, 2025
To: Committee of the Whole
From: Internal Auditor Charles H Randall, CPA, CISA

Overview

Resolution requests a General Fund carryforward totaling \$1,768,000 and removal of the Public Safety Revenue Sharing Fund of \$3,500,000. Within the resolution is a breakdown of the General Fund budget usage.

Separately, HRCS provided an account-by-account breakdown of their \$1,726,222 portion of the amendment. The Alternative Shelter Project total of \$837,668 includes a \$91,043 reallocation of unused funds to the Community Problem Solving Account. Below is a reconciliation between the HRCS documentation and the Resolution breakdown.

HRCS-Alternative Temporary Shelter Project	
Alternative Temporary Shelter Account	\$ 10,575
Human Services Discretionary Account	\$ 159,914
Community Problem Solving Account	\$ 576,136
Reallocation to Community Problem Solving	<u>\$ 91,043</u>
Alternative Shelter Project Total	\$ 837,668
Community Problem Solving Account Total	\$ 667,179

HRCS FY2023-2024 TO FY2024-2025 CARRY FORWARD & REALLOCATION 2-24-25

HRCS is seeking to Carry-Forward/Reallocate FY 2023-2024 funds to provide the following services and projects.

FY23-24 Carry Forward/Reallocation Total is \$1,726,222.76

Alternative Shelter Project. HRCS aims to create a low-barrier outdoor shelter to address homelessness in the City of Lansing and/or supplement the agency gaps in services for the unhoused. Every effort has been made to absorb any excess funds from previous years into our Community Problem Solving account to help fund the effort to keep our unhoused neighbors safe.

Total funds from FY23-24 to be Carried-Forward/Reallocated for the Alternative Shelter Project is **\$746,624.94.**

The following reflects those account funds to be carried-forward for use for the Alternative Shelter Project. These funds can be carried forward into their current account or combined into one account.

Community Problem Solving (101.833715.960121) \$576,136.15.

Human Services Discretionary (101.833710.960120) \$159,913.53

Alternative Temporary Shelter (101.833730.960380) \$10,575.26

The following FY23-24 remaining budget balances will be reallocated into the FY24-25 **Community Problem Solving Account (101.833715.960121).** As mentioned previously every effort has been made to absorb any excess funds into the Community Problem Solving account to help fund the effort to keep our unhoused neighbors safe. The total funds to be reallocated to the FY24-25 Community Problem Solving Account (101.833715.960121) from unused funds is **\$91,042.77.** The remaining budget balances from the used funds are as follows:

Grant Match Fund (101.833710.960205) \$10,000.00 grant match funds that were intended as match funds for GF grantees applying for non-COL grants. HRCS did not receive any applications for these funds during FY23-24.

The Listening Ear (101.833720.960063) \$6,000.00 HRCS did not receive a response to accept the grant award for The Listening Ear.

Youth RFP 14-19 (101.833720.960237) \$7,892.00 An RFP was budgeted for FY23-24 for Parks & Rec but was never awarded.

Peckham, Inc. – Embers (101.833720.960364) **\$2,298.96** Grantee was not able to expend the entire grant award and returned the balance

St. Stephen's Comm Church Youth (101.833720.960365) **\$1,604.47** Grantee was not able to expend the entire grant award from FY22-23 and returned the balance

KCS Angels: Social Enrichment for Disabled Adults (101.833720.960375) **\$56.50** Grantee was not able to expend the entire grant award and returned the balance.

Cristo Rey Community Center - Direct Services/Food Access (101.833730.960174) **\$20,000.00** Funding request was processed instead through the annual grant application cycle and is available to be reallocated.

EVE, Inc. - Emergency DV Shelter (101.833730.960175) **\$56.32** Grantee was not able to expend the entire grant award from FY23 and returned the balance

Emergency Food Assistance (101.833730.960315) **\$25,000.00** Funds are to be made available to area homeless shelters such as Holy Cross Services and the City Rescue Mission for food assistance. Local agencies have seen an increase in the number of individuals served.

Subsidized Eviction Prevention (101.833730.960325) **\$3,134.52** These funds are to be utilized for the same purpose.

Household Stability Furniture (101.833730.960332) **\$15,000.00** \$9,500 has been spent the current FY for household goods for 19 permanent supportive housing units at Walter French.

The following funds were not spent during FY23-24 due to overlapping contract dates and are currently encumbered. We are asking that these funds be carried forward into their existing accounts.

The PPA Homelessness Study and MFCC Prevailing Wage. (**\$66,682.00**) These funds will allow the City of Lansing to fund the following ongoing study and current contracted service. These funds were not spent in FY23-24 due to overlapping contract dates.

Miscellaneous Operating (101.672500.956000) **\$50,982.00** for the PPA

Miscellaneous Operating (101.672500.956000) **\$15,700.00** for the MFCC

Community Needs Assessment. (**\$80,000**) This will allow HRCS to prioritize general awards to community agencies. An RFP will be issued to perform a comprehensive assessment of local human services needs and gaps.

Community Needs Assessment (101.833710.960260) **\$80,000.00**

S:\Human_Relations_and_Community_Services_Staff\Aa Human Services Docs\General Fund\Contracts\FY 2025\Carryforwards

Emergency Hoteling. (\$200,400) This will allow the City of Lansing to continue funding the Emergency Hoteling program that it operates in partnership with Holy Cross Services. These funds were not spent in FY23-24 due to overlapping contract dates. Funds were encumbered and have now either been partially paid-out or are under contract to assist the City Red-Tag program.

Emergency Hoteling (101.833730.960381) \$200,400.00

Racial Equity Grant. (\$366,346.21) These are funds that will have a yearly RFP for racial equity programming in the City of Lansing. We have already spent \$200,000 in the FY24-25 year. We anticipate awarding \$200,000 annually.

Racial Equity Grant (101.833740.960700) \$366,346.21

Racial Justice Equity Alliance. (\$175,126.64) These funds are for continued support for the DEI initiative, that includes consultant trainings, development of the Equity Core Team, and support for the DEI advisory board.

Racial Justice Equity Alliance (101.834101.960017) \$175,126.64

HUMAN RELATIONS COMMUNITY AND SERVICES ADVISORY BOARD
RECOMMENDED RULES OF PROCEDURES AMENDMENTS
SEPTEMBER 24, 2024 (REVISED)

VII. BOARD MEETINGS

Current Rule of Procedure:

Section 1: Frequency: There shall be monthly meetings of the Advisory Board and such additional meetings as the Board, in its discretion, may wish to hold. Meetings will be held at the 4th floor conference room, unless another designated location is selected, on the fourth Tuesday of each month. Notice of special meetings may be made by mail, e-mail or telephone to Board members in advance of such meetings, informing members of the purpose of the meeting. An annual schedule of meetings shall be filed with the City Clerk's Office, the City Council Office, and shall be posted in the City Hall Lobby and in the Human Relations and Community Services Department.

Recommended Amendment #1

Section 1: Frequency: There shall be monthly meetings of the Advisory Board and such additional meetings as the Board, in its discretion, may wish to hold. Meetings will be held at the Foster Community Center, unless another designated location is selected, on the fourth Tuesday of each month. Notice of special meetings may be made by mail, e-mail or telephone to Board members in advance of such meetings, informing members of the purpose of the meeting. An annual schedule of meetings shall be filed with the City Clerk's Office, the City Council Office, and shall be posted in the City Hall Lobby and in the Human Relations and Community Services Department.

Current Rule of Procedure:

Section 2: Schedule: Prior to January 1 of each year, the Board shall adopt a schedule of meetings for the upcoming year. At least one regular meeting shall be scheduled each month. Regularly scheduled meetings shall be held the first Thursday of each month at 5:30 p.m. in City Hall and/or other sites in the community as determined by a vote of the Board.

Recommended Amendment #2

Section 2: Schedule: Prior to January 1 of each year, the Board shall adopt a schedule of meetings for the upcoming year. At least one regular meeting shall be scheduled each month. Regularly scheduled meetings shall be held the fourth Tuesday of each month at 5:30 p.m. at Foster Community Center and/or other sites in the community as determined by a vote of the Board.

Current Rule of Procedure:

Section 8: Quorum: ~~A quorum shall consist of at least five (5) members.~~ A majority of the serving members of the board shall constitute a quorum of the board. A quorum shall be required to conduct business including, but not limited to, the approval of minutes, action on motions and approval of reports.

Revised Recommended Rules of Procedures Amendments presented to the HRCS Advisory Board at the Tuesday, September 24, 2024, meeting.

September 24, 2024: Approved By Majority Vote

Human Relations and Community Services Department Advisory Board Rules of Procedure



Andy Schor, Mayor

Kimberly A. Coleman
Department Director

APPROVED AS TO FORM


ASSISTANT
CITY ATTORNEY
DANIEL J. DU LIENE (P77887)

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HUMAN RELATIONS AND COMMUNITY SERVICES DEPARTMENT ADVISORY BOARD

RULES OF PROCEDURE

I. MISSION STATEMENT

The mission of the Human Relations and Community Services Department is to foster a well-functioning, connected community capable of providing essential human services to meet citizens' needs, promoting and upholding principles of equal rights and opportunity, addressing issues of diversity and meeting its racial and social challenges.

II. PURPOSE

The purpose of the Board shall be to "...foster mutual understanding and respect among all groups in the City and promote essential human services to meet citizen's needs within the community. It shall discourage discriminatory practices among any such groups or any members thereof. It shall examine and make such studies in any field of human relations as will, in the judgement of the Board, aid in effectuating its general purpose." Further it shall perform advisory functions as established by Charter 273 of the Codified Ordinances of the City of Lansing entitled "Human Relations and Community Services Advisory Board" and perform the functions of an Advisory Board as specified by Article 5 Chapter I06 of the Lansing City Charter.

III. NAME AND PLACE OF BUSINESS

The name of the department is the Human Relations and Community Services Department, and the principal office is located at 124 W. Michigan Avenue, 4th Floor City Hall, Lansing, Michigan 48933.

IV. DEPARTMENT

The Human Relations and Community Services Department is responsible for administration of nine City program/service areas: Equal Employment Opportunity Compliance; Non-Discrimination in City Services Enforcement; Labor Standards Compliance; Human Services Funding; Direct Citizen Assistance; Grant Development; Leadership in Addressing Key Social Concerns; and Liaison to City Boards and Committees, which address community concerns related to equity. These responsibilities may be broadly conceptualized as two functional components, which historically, have been designated as Human Relations and Community Services.

The Human Relations component ensures compliance with city, state, and federal laws, ordinances and regulations regarding equal employment opportunity, prevailing wage, minority business, fair housing, disability, civil rights, sexual harassment and ethnic intimidation. To ensure compliance,

the staff reviews information on construction projects, bid tabulations, tax abatement requests and job reviews. Staff monitors equal employment opportunity and receives discrimination complaints for businesses with City contracts in excess of \$5,000. The Department provides diversity information/activities and mediation/conciliation services for the staff of various City departments and City residents.

The Community Services component is responsible for assessing human service needs, dispensing funds (1.25 percent of the General Fund as mandated by City resolution), and monitoring City-funded agencies which develop programs/services to address these needs: The 1.25 percent amounted to approximately \$1.533 million in FY 2020/2021, which provided human service contract general funding to fifty-six (56) agencies and community outreach programs. Additionally, two city-supported agencies were funded, increasing overall funding to \$1.56 million. Administration of these funds requires identification and prioritization of community needs as well as the development and monitoring of contracts to procure needed services. Grant development is also utilized to supplement City and other funding to provide needed human services in Lansing. The Department is also responsible for providing leadership and coordination of community initiatives, which address important social concerns such as substance abuse, violence and crime prevention, youth development, homelessness, health care access, technology access and literacy and improved academic performance.

In addition to the above, the HRCS Department houses the Board of Police Commissioners' Investigator. The Board of Police Commissioners is authorized by the Lansing City Charter. It is composed of eight citizens who are appointed by the Mayor, with the advice and consent of the City Council, to serve four-year terms. The City charter requires this citizen review board to establish procedures for receiving and resolving complaints against the Lansing Police Department. The Commission Investigator is an independent civilian investigator whose duties are to monitor and process citizens' complaints against employees of the Lansing Police Department. A complaint may be filed by letter, telephone, in person, or through a friend or family member.

HUMAN RELATIONS AND COMMUNITY SERVICES DEPARTMENT

V. MANDATED RESPONSIBILITIES

Responsibilities	Legal Mandates
Affirmative Action Compliance • Monitor and implement affirmative action plan • Prepare affirmative action reports • Review City Personnel Policies • Compliance Review • Design and implement strategies to increase recruitment/retention of minorities in city government • Design and implement strategies to increase representation of minorities, women and people with disabilities	Charter: 6-301 Code: 295 Code: 288.11 Affirmative Action Plan adopted 11/13/72 as amended by Resolution #340 – 7/22/85
Equal Employment Opportunity Compliance • Job applicant reviews • Personnel practices reviews • Develop and implement policies and procedures to insure non-discrimination • ADA compliance monitoring • Monitor EEP provisions in contracts • Evaluate vendors over \$5,000 and tax abatements applications • Enforce standard Child Labor Law • Receive and investigate employee discrimination complaints	Charter: 6-301 Code: 206.21 Code: 206.23 Code: 295 Code: 288.11 Sexual harassment policy, 1983 Executive Order issued 5/18/94
Non-Discrimination Enforcement • Fair housing enforcement • Receive and investigate alleging discrimination in city employment, housing issuance of contracts • Complaint investigation • Purchasing reviews	Charter: 1-302; 4-102.9 Federal ADA Law Code: 296 Code: 206.20 Code: 288.11 Resolution 5/7/79
Fair Labor Standards Enforcement • Monitor prevailing wage on city construction projects • Monitor federal projects consistent with Davis Bacon and related acts	Code: 206.18 Code: 206.19 Code: 288.11

MANDATED RESPONSIBILITIES (continued)

Responsibilities	Legal Mandates
Direct Citizen Services • Neighborhood conflict mediation/conciliation • Provide community services information and referral • Provide direct problem assistance • Receive and investigate citizen complaints against the Lansing Police Department	Charter: 5-301; 5-302 Code: 288.11 Complaint Procedure: 98A21, 10/1/98 Administrative Order: 99-A6, 2/26/99
Administer Human Services Funding (1.25% of General Fund; Community Supported Agency Funding) • Assess and prioritize community needs • Develop and implement process for funding distribution • Develop and monitor human services contracts for city-funded accounts • Evaluation of activities • Facilitate the design, implementation and evaluation of city-funded human services programs/services	Charter: 3-310 Code: 288.11 Council Resolution adopted 3/78 Council Resolution adopted 10/29/84 Council Budget Resolution #247 adopted 5/94
Grant Development • Identification of potential funding sources and grant writing • Grant administration • Technical assistance to departments and community agencies • Maintain city-wide database on grants • Development of partnerships with funding sources	Charter: 1-402.1 Code: 288.11 Council Resolution adopted 3/78
Provide Leadership in Addressing Key Community Concerns • Youth substance abuse prevention • Youth violence prevention • Health care access for low income residents • Technology access and literacy for low income residents • Homelessness prevention • Develop collaborations to address community issues	Charter: 3-310 Code: 288.11

VI. BY-LAWS

- Section 1: Composition of the Board:** The Human Relations and Community Services Advisory Board shall consist of eight (8) members that are appointed by the Mayor of Lansing with the advice and consent of the City Council. Four (4) members shall be from the City-at-large and one (1) member shall be appointed from each of the four (4) wards. Eligibility shall be in accordance with those qualifications required by the City Charter for holding office (Article 5, Chapter 1, Section 5-103). Board members initial term of office will be for a period of two (2) years, which can be renewed upon the member's request. All Board members must reside within the legal boundaries of the City of Lansing.
- Section 2:** The Human Relations and Community Services Advisory Board and such officers and agents shall manage the legislative affairs of the HRCS Department as they shall from time to time duly elect and appoint.
- Section 3: Term of office for elected officials:** The term for elected officers of the Advisory Board shall be one (1) year beginning at the date of election. Board members may succeed themselves at the discretion of the Board.
- Section 4: Removal from Office:** Any member who does not maintain residency within the City of Lansing shall be removed from membership on the Board. Any member appointed as a ward representative who does not maintain residency within the ward for which they are appointed shall be removed from membership of the Board. Any member having missed three (3) unexcused absences from regular meetings during the calendar year shall be removed from the Board. Upon the third unexcused absence for the calendar year of a member, the Chairperson of the Board shall notify the member of their removal. The Chairperson shall notify the Mayor's Office of any vacancy with a request to fill the vacancy.
- Section 5: Vacancies:** Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed shall take office immediately upon the confirmation of the City Council to serve for the remainder of the unexpired term. If a vacancy is not filled within sixty (60) days the occurrence of the vacancy, City Charter for holding office (Article 5, Chapter 1, Section 5-103).
- Section 6: Compensation:** No member of the Board shall receive compensation from the City of Lansing.
- Section 7:** Board members shall abstain from any matter directly affecting persons employed by the Department who are related to the Board member by consanguinity or marriage or where there will be a material benefit to a Board member.

- A. **Conflicts of Interest Policy:** Each board member has as obligation to maintain the best interests of the Department as his/her best top priority and not take advantage of information or knowledge gained as the result of your participation as a board member. If there is a clash between your own welfare, be it personal, financial, or business concerns, and those of the Department, you have a responsibility to not only "confess" that clash but to remain neutral (not lobby for a decision) and refrain from voting on any matters where this may arise.

VII. BOARD MEETINGS

- Section 1: Frequency:** There shall be monthly meetings of the Advisory Board and such additional meetings as the Board, in its discretion, may wish to hold. Meetings will be held at the Foster Community Center, unless another designated location is selected, on the fourth Tuesday of each month. Notice of special meetings may be made by mail, e-mail or telephone to Board members in advance of such meetings, informing members of the purpose of the meeting. An annual schedule of meetings shall be filed with the City Clerk's Office, the City Council Office, and shall be posted in the City Hall Lobby and in the Human Relations and Community Services Department.
- Section 2: Schedule:** Prior to January 1 of each year, the Board shall adopt a schedule of meetings for the upcoming year. At least one regular meeting shall be scheduled each month. Regularly scheduled meetings shall be held the fourth Tuesday of each month at 5:30 p.m. at Foster Community Center and/or other sites in the community as determined by a vote of the Board.
- Section 3: Change of Schedule:** The Board may change the regular meeting schedule by a vote of its members. Any change in the schedule of meetings shall be posted within three (3) days after the change is made in accordance with the Open Meetings Act.
- Section 4: Open Meetings:** All meetings of the Board shall be open to the public in accordance with law. The Board may hold closed meetings to discuss matters that are exempt from open meetings in accordance with state and/or federal law.
- Section 5: Public Comment:** The order of business (agenda) shall allow the public the opportunity to give reasonable comment related to the responsibilities of the Board. The Chairperson may limit the amount of time allotted at a meeting, but all members of the public will be accorded the same opportunity.
- Section 6: Accessible Location:** All meetings of the Board shall be held in an accessible

location. It shall be the duty of the Secretary to ensure that accessible meeting sites are used.

Section 7: Order of Business: The agenda for all regular meetings of the Board shall include but not be limited to the following:

1. Call to Order
2. Attendance
3. Approval of Minutes
4. Public Comment
5. Chairperson's Report
6. Director's Report
7. Communications
8. Committee Reports
9. Petitions/Complaints
10. Old Business
11. New Business
12. Adjournment

Section 8: Quorum: A majority of the serving members of the board shall constitute a quorum of the board. A quorum shall be required to conduct business including, but not limited to, the approval of minutes, action on motions and approval of reports.

Section 9: Rules: The latest edition of Robert's Rules of Order shall guide the Board in the conduct of business, but the rules may be suspended by majority consent of the members present.

Section 10: Voting: Each of the Advisory Board members shall be entitled to one (1) vote on each matter submitted to the vote of the members. It shall take a majority of those members present to approve any action by the Board.

Section 11: Special Meetings: The Chairperson may call a special meeting. Public notice of a special meeting of the Board shall be posted stating the purpose, date, time, and place of the meeting. Such notice shall be posted in the City Hall lobby, the City Clerk's Office, and the Human Relations and Community Services Department at least 24 hours prior to the meeting.

VIII. AMENDMENTS

These rules of procedure (By-Laws) may be amended by a majority vote of the Human Relations and Community Services Advisory Board at a regular scheduled meeting provided that a motion for amendment had been presented at the previous regular meeting. Any amendment shall be submitted to the City Attorney for review and, if acceptable, forwarded to the City Clerk's Office.

IX. OFFICERS

Section 1: The elected officers shall be: Chairperson, Vice Chairperson, and Secretary. Officers shall be elected by the Board at its first meeting and, subsequently, at the first meeting after July 1 of each year, the Board shall elect officers from amongst its members.

Section 2: Chairperson: The chairperson shall preside at all official meetings, public hearings and/or meetings of the Board, and shall appoint members to serve on the standing committees of the Board and other committees as necessary. Any reports generated and approved by the Board shall be signed by the Chairperson.

Section 3: Vice Chairperson: The Vice Chairperson shall assume the duties of the Chairperson and the Secretary in the event that either is not present or unable to perform their duties.

Section 4: Secretary: The Secretary shall maintain the records of the Board. These records will consist of minutes, attendance, and any reports generated by the Board. Assistance in maintaining these records may be provided by the staff of the Human Relations and Community Services Department. It will be the responsibility of the Secretary to ensure that all documents required to be filed with the City Clerk are so filed. The Secretary shall be responsible for posting notice of all meetings.

Section 5: No officer shall serve in the same office for more than three (3) consecutive years.

X. COMMITTEES

The following standing committees of the Board shall be established. The Complaint Committee shall be composed of the full Board. With the exception of the complaint committee, each committee will include at least three (3) members appointed by the Chairperson.

A. **PROGRAM COMMITTEE:** This committee shall be responsible for providing advice on program development and planning.

1. Review and evaluate the Department's programs for Human Services, Education, Employment, and Housing.
 2. Make recommendations to the Human Relations and Community Services Advisory Board regarding the need and effectiveness of current and proposed department programs.
 3. Help plan community programs that promote the objectives of the Human Relations and Community Services Department.
 4. Establish regular opportunities for members of the Human Relations and Community Services Advisory Board to interface with the Lansing community, city boards, the Mayor and City Council.
- B. BUDGET COMMITTEE: This committee shall be responsible for providing advice on budget development, analysis, and the distribution of funds.
1. Review and evaluate the Department's budget prospectus.
 2. Make recommendations to the Human Relations and Community Services Advisory Board regarding appropriations, priorities, needs and adjustments.
- C. POLICY COMMITTEE: This committee shall be responsible for providing policy recommendations and annual evaluation of the Department.
1. Review and evaluate Department policy.
 2. Make recommendations to the Mayor and City Council assessing the viability of policy relative to the quality of programs.
 3. Write and submit to the full Board for their consideration and transmittal to the Mayor and City Council an annual evaluation of the Department's effectiveness.
 4. Work with other city boards on issues common to the mission and interest of the Human Relations and Community Services Advisory Board.

D. COMPLAINT COMMITTEE: This committee shall be responsible for implementation of Section 273.06 of the Lansing Code of Ordinances.

1. Receive and examine complaints of tensions, practices of discrimination, and acts of prejudice against any person or group, and may conduct private or public hearings in accordance with state law with regard thereto.
2. If through the course of an investigation it is reasonable to conclude that a violation of city ordinance has occurred, the Human Relations and Community Services Advisory Board shall issue a summary of its findings and refer the matter to the City Attorney Office for enforcement as appropriate.

XI. STAFF

The Board does not have any responsibility related to the staffing of the Department unless the Department Director solicit their involvement. The current HRCS positions consist of the following: Director, Deputy Director, Contract Manager (2), HMIS Performance Analyst, Equal Employment Opportunity Specialist, Housing Ombudsman, Department Coordinator, Police Commission Investigator, Contract Administrator Technician and Secretary

Section 1: HRCS Staff Job Descriptions

See individual job description documents w/HRCS Organizational Chart under Tab 5 of HRCS Orientation Manual.

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

WHEREAS, a public hearing was held on Monday, February 10, 2025, in consideration of the request by Leavitt and Starck Excavating, Inc., the construction contractor for the Combined Sewer Overflow (CSO) 015South Project, for issuance of a waiver of the noise ordinance on Saturdays from 8:00 AM to 4:30 PM for the periods March 1, 2025, through December 13, 2025; and

WHEREAS, timely completion of this project is specifically required by Administrative Consent Order #ACO-05153, entered Dec. 19, 2019; and

WHEREAS, the large amount of construction required for the remainder of this project will encompass all of the 2025 construction season and all of the 2026 construction season; and

WHEREAS, the remainder of this project area is generally bounded by W Saginaw St. on the northside, N Martin Luther King Jr. Blvd. on the eastside, Ottawa St. on the southside, and Verlinden St. on the westside, and the project includes a significant amount of utility work and other improvements on the local neighborhood streets within the project area and on major streets, Shiawassee St., Ottawa St., and Jenison St.; and

WHEREAS, for the periods March 1, 2025, through December 13, 2025, the construction contractor, Leavitt and Starck Excavating, Inc., has requested a waiver of the noise ordinance on Saturdays from 8:00 AM to 4:30 PM; and

WHEREAS, the City of Lansing Public Service Department recommends that the contractor be granted the requested noise waiver in order to:

- reduce the amount of time local access for property owners is impacted;
- allow the contractor to have the ability to work some Saturdays when necessary for completion of important work activities; and
- keep the project on-schedule based on rain days.

NOW THEREFORE BE IT RESOLVED that the City Council grant a waiver of the noise ordinance to Leavitt and Starck Excavating, Inc., while the company is conducting work as part of the CSO 015 South Project on Saturdays from 8:00 AM to 4:30 PM for the period March 1, 2025, through December 13, 2025.

January 24, 2025

RE: Notification of Public Hearing for a Waiver of the Noise Ordinance

Dear Resident:

As you are likely aware, utility construction is currently taking place within your neighborhood as part of the CSO 015 South Project. In order to keep the project on schedule and reduce the time construction will impact your neighborhood, the City of Lansing Public Service Department has requested, on behalf of the contractor, a noise waiver to permit work on Saturdays from 8:00 am to 4:30 pm from March 1, 2025, to December 13, 2025.

The Lansing City Council will hold a public hearing on Monday, February 10, 2025, at 7:00 pm, in the Tony Benavides Lansing City Council Chambers, 10th Floor, City Hall, in order to provide residents with an opportunity to comment on this noise waiver request. Written comments may also be submitted via e-mail to city.council@lansingmi.gov or by mail to Lansing City Council, 124 W. Michigan Avenue, 10th Floor, Lansing MI 48933, no later than 5:00 pm on February 10, 2025.

If you have any questions regarding the project or this noise waiver request, please contact Mr. Marc Jones, the City's Project Engineer, at (517) 483-4266.

Thank you.

Correction: Updated email address to city.clerk@lansingmi.gov

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

WHEREAS, the Michigan Liquor Control Commission notified the City Council that ADVANCED UZP, INC. has submitted a request to transfer ownership of escrowed 2024 SDD and SDM Licenses with Sunday Sales Permit (AM), Sunday Sales Permit (PM) for SDD License – Spirits, and Sunday Sales Permit (PM) for SDM License – Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 3106 E Saginaw St, Lansing to 4700 Pleasant Grove Rd, Lansing at 4700 Pleasant Grove Rd, Lansing, MI 48910-5037 in Lansing City in Ingham County (“RID 14646”); and

WHEREAS, the Michigan Liquor Control Commission notified the City Council that ADVANCED UZP, INC. has submitted a request to transfer ownership of escrowed 2024 SDD and SDM License with Sunday Sales Permit (AM), Sunday Sales Permit (PM) for SDD License - Spirits and Sunday Sales Permit (PM) for SDM License - Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 1705 W. Mount Hope Ave to 1910 E. Michigan Ave, Lansing at 1910 E Michigan Ave, Lansing, MI 48912-2829 in Lansing City in Ingham County (“RID 14648”); and

WHEREAS, the Michigan Liquor Control Commission notified the City Council that ADVANCED UZP, INC. has submitted a request to transfer ownership of escrowed 2024 SDD and SDM License with Sunday Sales Permit (AA), Sunday Sales Permit (PM) for SDD License – Spirits, and Sunday Sales Permit (PM) for SDM License – Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 2263 Cedar St, Holt to 4519 S Martin Luther King Jr Blvd, Lansing; Transfer Governmental Unit under MCL 436.1531(22) from Delhi Township to Lansing City at 4519 S Martin Luther King Jr Blvd, Lansing, MI 48910-6235 in Lansing City in Ingham County (“RID 14651”); and

WHEREAS, Third Ward Councilmember Adam Hussain, Rejuvenating South Lansing, and Southwest Action Group have raised substantial concerns about the transfer of RID 14646, relating to the transfer location’s existing socioeconomic conditions, proximity to schools, organizations serving youth, public housing, public spaces, and existing establishments that sell alcohol; and

WHEREAS, First Ward Councilmember Ryan Kost and Rejuvenating South Lansing have raised substantial concerns about the transfer of RID 14648, relating to the transfer location’s proximity to schools, the Greater Lansing Women’s Center, and several existing establishments that sell alcohol; and

WHEREAS, Third Ward Councilmember Hussain, First Ward Councilmember Kost, and Rejuvenating South Lansing, have raised substantial concerns about the applicant for all three above referenced transfers, ADVANCED UZP, INC., specifically it having been cited or investigated for numerous instances of illegal operations, code violations, zoning infractions, failures to timely pay property taxes;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby adopts the

same substantial concerns described above, opposes, and objects to the transfer requests in RID 14646, RID 14648, and RID 14651;

BE IT FURTHER RESOLVED that the Liquor Control Commission is encouraged to deny the requested transfers in RID 14646, RID 14648, and RID 14651;

BE IT FURTHER RESOLVED that the Liquor Control Commission is encouraged to inquire of the City of Lansing, through its Administration, of any additional details regarding the City's protest and objections;

BE IT FINALLY RESOLVED that the Lansing City Clerk is requested to send a certified copy of this resolution to the Michigan Liquor Control Commission.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

Tuesday, February 04, 2025

Michael J. Brown, Attorney
c/o ADVANCED UZP INC.
mbrown@cebhlaw.com

RID # RQ-2410-14646 **Reference/Transaction:** Transfer Ownership Escrowed 2024 SDD and SDM Licenses with Sunday Sales Permit (AM), Sunday Sales Permit (PM) for SDD License – Spirits, and Sunday Sales Permit (PM) for SDM License – Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 3106 E Saginaw St, Lansing to 4700 Pleasant Grove Rd, Lansing at 4700 Pleasant Grove Rd, Lansing, MI 48910-5037 in Lansing City in Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: ADVANCED UZP INC.

Business address and phone number: 4700 Pleasant Grove Rd, Lansing, MI 48910-5037 in Lansing City in Ingham County

Home address and phone number of partner(s)/subordinates:
Edwar Aeineh; 2627 Little Hickory Dr Lansing MI 48911; Business: 517-292-7000

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: ADVANCED UZP INC. zeinehlaw@gmail.com
RITE AID OF MICHIGAN, INC. mbrown@cebhlaw.com
LANSING CITY city.clerk@lansingmi.gov

MICHIGAN LIQUOR CONTROL COMMISSION
KRISTIN BELTZER, CHAIR
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011



The City of
LANSING
City Council

City Hall - 10th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
P: 517-483-4177 | F: 517-483-7630
lansingmi.gov/council

February 11, 2025

Michigan Liquor Control Commission
Lansing District Office
P.O. Box 30005
Lansing, Michigan 48909

RE: RQ-2410-14646 Transfer Ownership Escrowed 2024 SDD and SDM from Rite Aid of Michigan, Inc. from 3106 E. Saginaw Street to 4700 Pleasant Grove Rd, Lansing, Mi 48910-5035

To Whom It May Concern-

The City of Lansing has received notice of an SDD and SDM License Ownership Transfer under MCL 436.1529(1) from Rite Aid of Michigan, Inc. from 3106 E Saginaw Street to 4700 Pleasant Grove Road, Lansing Michigan for Advanced UZP Inc.

Please allow this letter to serve as a formal objection to the issuance of the above referenced liquor license(s) to Advance UZP, Inc. This business location is near a school, the Boys and Girls Club, public housing, a park, other established liquor stores, and has been cited and/or investigated for illegal operations, code violations, and zoning infractions over the past several years. Advance UZP, Inc. has applied for three (3) transfers from the Rite Aid of Michigan escrow to transfer to locations in the City of Lansing and as the Ward Council Member where this specific license would be located, I strongly object to the granting and issuance of this liquor license transfer

Therefore, please accept this letter of objection. Please do not issue Transfer ownership Escrowed 2024 SDD and SDM Licenses with Sunday Sales Permit (AM), Sunday Sales Permit (PM) for SDD License – Spirits, and Sunday Sales Permit (PM) for SDM License – Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 3106 E Saginaw St, Lansing to 4700 Pleasant Grove Rd, Lansing at 4700 Pleasant Grove Rd, Lansing, MI 48910-5037 in Lansing City in Ingham County.

Kind Regards,

Adam Hussain
City of Lansing, 3rd Ward Council Member



To Whom It May Concern,

Southwest Action Group (SWAG), representing the residents, business owners, educators, and community leaders of Lansing's South Side, strongly opposes the transfer and placement of additional liquor licenses in our district.

For years, our community has voiced concerns about our neighborhood's excessive number of liquor stores. The oversaturation of these establishments has directly contributed to increased crime, loitering, substance abuse, and economic decline, disproportionately impacting families, schools, and youth programs. **These conditions undermine ongoing efforts to create a safer and healthier environment for Lansing residents.**

Furthermore, the neighborhood in which **4700 Pleasant Grove** resides struggles with high rates of poverty and low economic mobility opportunities.¹ For example:

- 29% of residents, including 39% of children under 18, live below the poverty level
- The median household income for this neighborhood is \$46,418, which is 12.4% lower than the city as a whole.
- An estimated 10.3 percent of households had income below \$10,000 a year

While the impact of oversaturation of alcohol establishments has not been studied on Lansing's southside specifically, numerous studies have found that areas with higher alcohol establishment density are more likely to have higher violent crime and poverty rates.

Approving additional liquor licenses in an already saturated area contradicts the efforts in place to revitalize and strengthen our community. To address this ongoing issue, we urge the Michigan Liquor Control Commission to:

1. **Establish a minimum distance requirement** between liquor stores to prevent harmful clustering in vulnerable communities.
2. **Grant municipalities greater authority** to reject liquor license applications based on public health and safety concerns.
3. **Implement an equity-focused review process** that considers additional liquor stores' social and economic impact in historically underserved neighborhoods.

SWAG is not opposed to economic development. We are concerned with the fabric of our community and advocate for responsible and equitable developments. However, the continued clustering of liquor stores does not serve the best interests of our community; it hinders progress. Lansing's South Side deserves investments promoting long-term growth and well-being, not those contributing to ongoing public health and safety challenges.

¹ This data pertains to people living in Census Tract 36.02.



We respectfully request that the Michigan Liquor Control Commission deny these liquor license transfers and discuss necessary reforms to ensure fair and responsible liquor store placement policies. We welcome the opportunity to collaborate with LARA and policymakers to create solutions that align with Lansing's vision for a thriving and equitable future.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Southwest Action Group (SWAG)

South West Action Group

2101 W. Holmes Road, Lansing, MI 48911 • (517) 394-6480 • www.joinswag.org



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

Tuesday, February 04, 2025

Michael J. Brown, Attorney
c/o ADVANCED UZP INC.
mbrown@cebhlaw.com

RID # RQ-2410-14648 **Reference/Transaction:** Transfer Ownership Escrowed 2024 SDD & SDM License with Sunday Sales Permit (AM), Sunday Sales Permit (PM) for SDD License - Spirits and Sunday Sales Permit (PM) for SDM License - Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 1705 W. Mount Hope Ave to 1910 E. Michigan Ave, Lansing at 1910 E Michigan Ave, Lansing, MI 48912-2829 in Lansing City in Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: ADVANCED UZP INC.

Business address and phone number: 1910 E. Michigan Ave, Lansing at 1910 E Michigan Ave, Lansing, MI 48912-2829 in Lansing City in Ingham County

Home address and phone number of partner(s)/subordinates:
Edwar Aeineh; 2627 Little Hickory Dr Lansing MI 48911; Business: 517-292-7000

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: ADVANCED UZP INC. zeinehlaw@gmail.com
RITE AID OF MICHIGAN, INC. mbrown@cebhlaw.com
LANSING CITY city.clerk@lansingmi.gov

MICHIGAN LIQUOR CONTROL COMMISSION
KRISTIN BELTZER, CHAIR
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011



The City of
LANSING
City Council

City Hall - 10th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
P: 517-483-4177 | F: 517-483-7630
lansingmi.gov/council

February 11, 2025

Michigan Liquor Control Commission
Lansing District Office
P.O. Box 30005
Lansing, Michigan 48909

RE: RQ-2410-14648 Transfer Ownership Escrowed 2024 SDD and SDM from Rite Aid of Michigan, Inc. from 1705 W. Mount Hope Avenue, Lansing to 1910 E Michigan Avenue, Lansing, Mi 48912-2829

To Whom It May Concern-

The City of Lansing has received notice of an SDD and SDM License Ownership Transfer under MCL 436.1529(1) from Rite Aid of Michigan, Inc. from 1705 W. Mount Hope Avenue to 1910 E. Michigan Avenue, Lansing Michigan for Advanced UZP Inc.

Please allow this letter to serve as a formal objection to the issuance of the above referenced liquor license(s) to Advance UZP, Inc. This business location is within 200 yards of three (3) schools and the Greater Lansing Women's Center. The same area already has a Speedway with beer, three (3) bars, six (6) liquor stores within half a mile, and local Quality Dairy convenient stores. Advance UZP, Inc. has applied for three (3) transfers from the Rite Aid of Michigan escrow to transfer to locations in the City of Lansing and as the Ward Council Member where this specific license would be located, I strongly object to the granting and issuance of this liquor license transfer

Therefore, please accept this letter of objection. Please do not issue Transfer Ownership Escrowed 2024 SDD & SDM License with Sunday Sales Permit (AM), Sunday Sales Permit (PM) for SDD License - Spirits and Sunday Sales Permit (PM) for SDM License - Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 1705 W. Mount Hope Ave to 1910 E. Michigan Ave, Lansing, MI 48912-2829 in Lansing City in Ingham County.

Kind Regards,

Ryan Kost
City of Lansing, 1st Ward Council Member



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

Tuesday, February 04, 2025

Michael J. Brown, Attorney
c/o ADVANCED UZP INC.
mbrown@cebhlaw.com

RID # RQ-2410-14651 **Reference/Transaction:** Transfer Ownership Escrowed 2024 SDD and SDM License with Sunday Sales Permit (AA), Sunday Sales Permit (PM) for SDD License – Spirits, and Sunday Sales Permit (PM) for SDM License – Mixed Spirit Drink from Rite Aid of Michigan, Inc.; Transfer Location from 2263 Cedar St, Holt to 4519 S Martin Luther King Jr Blvd, Lansing; Transfer Governmental Unit under MCL 436.1531(22) from Delhi Township to Lansing City at 4519 S Martin Luther King Jr Blvd, Lansing, MI 48910-6235 in Lansing City in Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: ADVANCED UZP INC.

Business address and phone number: 4519 S Martin Luther King Jr Blvd, Lansing, MI 48910-6235 in Lansing City in Ingham County

Home address and phone number of partner(s)/subordinates:
Edwar Aeineh; 2627 Little Hickory Dr Lansing MI 48911; Business: 517-292-7000

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: ADVANCED UZP INC. zeinehlaw@gmail.com
RITE AID OF MICHIGAN, INC. mbrown@cebhlaw.com
LANSING CITY city.clerk@lansingmi.gov

MICHIGAN LIQUOR CONTROL COMMISSION
KRISTIN BELTZER, CHAIR
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011



February 11, 2025

Michigan Liquor Control Commission
Lansing District Office
P.O. Box 30005
Lansing, Michigan 48909

RE: Applicant/Licensee ADVANCED UZP INC., whose Business address and phone number are 1910 E. Michigan Ave, Lansing, MI 48912-2829, in Lansing City, Ingham County. The file numbers are RID#RQ-2410-14648, RID#RQ2410-14646, RID#2410-14651.

To Whom It May Concern,

Rejuvenating South Lansing is a ten-year-old grassroots organization dedicated to fostering positive change through community engagement. Our mission is to address challenges and drive meaningful improvements in South Lansing, benefiting both our neighborhood and the city as a whole.

We recently became aware of the Applicant/Licensee **Advanced UZP Inc.**, located at **1910 E. Michigan Ave, Lansing, MI 48912-2829**, in Lansing City, Ingham County. The associated file numbers are **RID# RQ-2410-14648, RID# RQ-2410-14646, and RID# 2410-14651.**

The owner of Advanced UZP Inc., along with their affiliated businesses, has contributed to an unsafe environment, exacerbating blight in the surrounding neighborhood and raising significant public safety concerns. Additionally, poor property management and unpaid taxes further strain the community and place an undue burden on residents.

Given these concerns, we strongly urge this body to deny all proposed transfer applications for Advanced UZP Inc.

Respectfully submitted,

Jason Wilkes & Carol Wood, Facilitators
Rejuvenating South Lansing

CC: Councilmember Adam Hussain
Councilmember Ryan Kost
Councilmember Jeffrey Brown, Chair of City Operations
Councilmember Jeremy Garza
Mayor Andy Schor

February 24, 2025

Lansing City Council
City of Lansing
124 W Michigan Avenue
Lansing, Michigan 48933

Re: Advanced UZP, Inc
Convenience Store Operations

Dear Lansing City Council:

I am writing you to clarify some misinformation Council has received relating to the transfer of licenses within the City of Lansing which are intended to be used in convenience store operations. I emphasize that the operations at 4700 Pleasant Grove and 1910 E Michigan Avenue will serve as convenience store operations, not “liquor stores”. This distinction is extremely important to the brand which Advanced UZP, Inc seeks to create in the small business sector in the City of Lansing.

This will be a minority owned business that supports inclusivity, diversity and equity policies.

Inventory:

This new business will provide a service to accommodate a need. The need is not centered around spirits, beer, and wine, but rather emphasizing the need for convenient access to healthy food, including milk, eggs, cheese, fresh fruits/vegetables and consortium of easily accessible food products. Access and convenience will surely help the underserved communities in which the Council is dedicated.

The spirit inventory **will be limited**. In fact, our initial inventory for spirits will be around only \$5,000.00. The majority of the inventory will be centered around the enumerated items above.

Infrastructure improvements:

There is no question the properties have remained underdeveloped for a substantial period. I recognize and appreciate the concern for “another liquor store” but confidently make the assurance that this is not that. You will not see a large sign that plasters “LIQUOR” across the face of these operations. You will not see the same old building remaining vacant with unrealistic expectations of attracting an unattractable tenant.

With these transfers, there is a dedicated budget to infrastructure improvements built in with these projects. Improvements to façade, lighting, and interior remodels are designed to create an open, bright, and welcoming environment.

A licensed contractor has been engaged to work directly with the City Building office to execute these plans.



Windows will be installed. Windows will remain clear of signage for a clear line of sight.

Updates to the lighting schematic will be made. The lighting updates will be consistent with Michigan Code, and will be formatted to ensure clear, visible, access to parking areas, exterior approaches, and interior areas. It is well documented in literature that appropriate lighting updates will improve the safety of the public, as well as offer deterrents to those considering engaging in criminal activity. Most importantly, appropriate lighting will offer signs of rejuvenation in a corridor that needs it.

Modern cameras will be installed for the proactive protection of the community and the business. In accordance with MLCC requirements, these businesses will cooperate fully with Law Enforcement. Prior to opening any business I personally contact the local community police officer to engage in personal and direct communication to provide a community involvement approach to safety and cleanliness.

Open floor plan with modern equipment will be installed to provide economical overhead. These direct investments in the properties and businesses are reflected in cost efficient saving to the individuals who will access these businesses on a regular basis.

Ultimately these properties will transform into a well-rounded, prideful aesthetic in which the City of Lansing can be proud of.

Hours of Operation:

These locations will have limited hours of operations that do not go into late night early morning scenarios. The anticipated store operations hours will be until 10 p.m. Advanced UZP, Inc., will work directly with the neighbors and community to make sure the hours of operation are consistent with the needs and concerns of others.

Zoning and Building Department:

I have attached letters from the City of Lansing indicated that neither 4700 Pleasant Grove nor 1910 E Michigan Avenue have any open or unresolved ordinance/code violations associated with the property. *See attached.*

4519 S MLK:

This application is being withdrawn from MLCC consideration.

Administrative Oversight:

Any licensed business is obligated to conform the requirements of MLCC, State of Michigan and the City of Lansing. Advanced UZP, Inc accepts this obligation and intends to exceed this obligation. The oversight remains with the licensed entity and does not dissipate with time.

Commitment to the City:

I am a product of the City of Lansing attending Lansing Public Schools, Michigan State University and Cooley Law School. I care about this community. I as the owner of Advanced UZP,



Inc, make a personal commitment to this Council and the community that these projects will stand out as positive small business investment, consistent with the needs, desires, and respect necessary to be a productive member of the business community. I offer, as I always have, personal access to address concerns proactively, and to share with them the pride of a realized successful small business campaign that supports its partners in the City of Lansing.

I intend to speak at public comment but wanted to directly engage each person on Council to offer a free line of communication. Please feel free to reach out to discuss anything further.

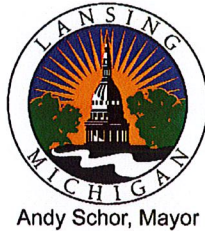
Respectfully submitted,



Edwar Zeineh
ADVANCED UZP, INC



Department of Economic
Development and Planning
Rawley Van Fossen, Director



Planning and Zoning Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4066
www.lansingmi.gov

February 24, 2025

1910 E. Michigan Avenue, Lansing, MI 48912

With regard to the above-referenced property, please be advised as follows:

- * There are no open or unresolved ordinance/code violations associated with the property.
- * The property is zoned MX-3, District Mixed-Use Center. The current uses of the property for offices and retail sales are permitted by right in the MX-3 zoning district.

If you have any questions, please do not hesitate to contact me at 517-483-4085 or by email at susan.stachowiak@lansingmi.gov

Sincerely,

Susan Stachowiak
Zoning Administrator

Department of Economic
Development and Planning
Rawley Van Fossen, Director



Planning and Zoning Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4066
www.lansingmi.gov

February 24, 2025

4700 Pleasant Grove Road, Lansing, MI 48910

With regard to the above-referenced property, please be advised as follows:

- * There are no open or unresolved ordinance/code violations associated with the property.
- * The property is zoned MX-1, Neighborhood Mixed-Use Center. The current use of the property for an automobile repair service station legally conforms to the zoning district in which it is located. Retail sales are also a permitted use in the MX-1 district.

If you have any questions, please do not hesitate to contact me at 517-483-4085 or by email at susan.stachowiak@lansingmi.gov

Sincerely,

Susan Stachowiak
Zoning Administrator

ORDINANCE NO. _____

**An Ordinance of the City of Lansing, Michigan, to amend Chapter 404 of the Lansing
Codified Ordinances to add Section 404.15 to prohibit unregistered vehicles from parking
on any public roadway, including but not limited to any alley, street, or highway.**

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 404 Section 404.15 of the Codified Ordinances of the City of
Lansing, Michigan, be and is hereby amended to read as follows:

a. Parking Prohibitions

**No person shall park an unregistered motor vehicle on any public roadway, including but
not limited to an alley, street, or highway.**

b. Violations

**Any person who violates subsection (a) hereof shall be responsible for a civil infraction
and subject to penalties as established in Section 404.03.**

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
inconsistent with the provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

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Approved as to form:

City Attorney

Dated: _____

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on Monday, March 10, 2025 at 7:00 p.m. in the Tony Benavides Lansing City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI for the purpose of considering:

An Ordinance of the City of Lansing, Michigan, to amend Chapter 404 of the Lansing Codified Ordinances to add Section 404.15 to prohibit unregistered vehicles from parking on any public roadway, including but not limited to any alley, street, or highway.

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TDD (517) 483-4479) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, Lansing City Clerk, MMC/MiPMC
www.lansingmi.gov/Clerk
www.facebook.com/LansingClerkSwope

INTRODUCTION OF ORDINANCE

Council President Kost introduced:

An ordinance of the City of Lansing, Michigan, to amend Chapter 404 of the Lansing Codified Ordinances to add Section 404.15 to prohibit unregistered vehicles from parking on any public roadway, including but not limited to any alley, street, or highway.

The Ordinance is read a first time by its title and referred to the Committee on Public Safety.

Resolution #2025-

By the Committee of the Whole
Resolved by the City Council of the City of Lansing

Resolved by the City Council of the City of Lansing that a public hearing be set for March 10, 2025 at 7 p.m. in the Tony Benavides Lansing City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, for the purpose of amending Chapter 404 of the Lansing Codified Ordinances to add Section 404.15 to prohibit unregistered vehicles from parking on any public roadway, including but not limited to any alley, street, or highway.