

AGENDA

Committee of the Whole May 5, 2025 at 5:00 PM



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

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>
UPDATED

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

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. April 28, 2025
4. **Public Comment on Agenda Items (Up to 3 Minutes)**

Closed Session

- B. Pursuant to MCL 15.268(c) of the Open Meetings Act, City Council will hereby recess into closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement between the City of Lansing and Teamsters local 214, as requested by the City.

Reconvene

5. **Presentations:**
 - C. Department Budget Presentations
 - Human Resources
 - District Court
 - Downtown Lansing Inc.
 - Finance
 - Treasury

6. **Discussion/Action:**

- D. RESOLUTION - Ratification of the Collective Bargaining Agreement (CBA) between the City of Lansing and Teamsters Local 214; Period Covering January 1, 2025 through December 31, 2029.

- E. RESOLUTION - Reappointments to Various Boards;

*Arts and Culture Commission-Morgan Butts (At Large) & Stephanie Palagyi (At Large)- Terms to Expire June 30, 2029
*Board of Fire Commissioners-Barbara Lawrence (1st Ward) & Stephen Purchase (At Large) - Terms to Expire June 30, 2029
*Board of Public Service- Nancy Mahlow (1st Ward)- Term to Expire June 30, 2029
*Board of Review- Eric Schertzing (At Large) - Term to Expire June 30, 2028
*Board of Water & Light- Semone James (1st Ward)- Term to Expire June 30, 2029
*Board of Zoning Appeals: Christopher Iannuzzi (At Large), Marcie Alling (At Large) & Mitch Rice (At Large) - Terms to Expire June 30, 2028
*Diversity, Equity, and Inclusion Advisory Board- Terrence L. Frazier (1st Ward) - Term to Expire June 30, 2029
*Downtown Lansing, Inc. Board - Jennifer Hinze (Bus. Rep) & Jennifer Estill (Bus. Rep) - Terms to Expire June 30, 2029

*Elected Officers Compensation Commission - Jeff McAlvey (At Large) - Term to Expire October 1, 2032
*Human Relations and Community Services - Glenn Lopez (1st Ward) - Term to Expire June 30, 2029
*Lansing Public Media Authority - Michael "Melik" Brown (Member) - Term to Expire June 30, 2028; Jena McShane (Member) - Term to Expire June 30, 2027
*Local Development Finance Authority Board- David Washburn (Member) - Term to Expire June 30, 2029
*Planning Commission- Ted O'Dell (At Large) - Term to Expire June 30, 2029
*Police and Fire Retirement System of Trustees-Terri Taylor (Citizen) - Term to Expire June 30, 2030
*Saginaw St. Corridor Improvement Authority Board of Directors - Laura Stoken (Resident)- Term to Expire June 30, 2029
*South Martin Luther King Jr. Boulevard Corridor Improvement Authority Board of Directors - Amanda Defrees (Bus. Rep) - Term to Expire July 31, 2029

F. RESOLUTION - Encouraging the Michigan Congressional Delegation to support preserving the tax-exempt status of municipal bonds

G. RESOLUTION - CDBG Budget Action Plan Adoption

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, April 28, 2025 @ 5:00 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER

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

PRESENT

Councilmember Jeffrey Brown
Councilmember Peter Spadafore
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- arrived at 5:01 p.m.
Greg Venker, City Attorney
Lisa Hagen-Lawrence, City Attorney
Mark Lawrence, Mayor's office
Jack Brower, Chief Strategy Officer
Jackson Mills, Budget
Kim Coleman, HRCS Director
Jason Gabriel, City TV Director
Andy Kilpatrick, Public Service Director
Brian Jewell
Jerimiah Kilmore, Public Service Deputy Director
Amy Crank, HRCS
Delvata Moses, HRCS Deputy Director

Minutes

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE MINUTES FROM APRIL 21, 2025, AS PRESENTED. MOTION CARRIED 8-0.

Public Comment

Mr. Jewell spoke on the recent traffic accident and speeding along MLK and asked Council to speak to what the city is going to do.

PRESENTATIONS

Department Budget Presentations

Public Media

Mr. Gabriel provided a brief introduction and went through the list of questions.

- What is the difference with your budget from the current fiscal year to the proposed budget?
Changes in the budget entail a parking budget allocation due to location change.
- Are there any changes in services that your department is responsible for and if so, why?
Department has experienced and increased due to more live committee meetings live, streaming, and live comment.
- Are there programs you have done in the past that you have not included in this budget?
None
- Are there any rate or fee increases and if so, why?
None
- Are there any major equipment purchases proposed in your budget?
Nothing in this budget but will look for future to maintain video services since no longer supported by local vendors.
- What impact has 311 had on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of the lower work load in this proposed budget.
None, they run scheduling themselves and do not utilize 311.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
None.
- How many employees have left your department in the past year? How many were due to retirement?
There have not been any departures.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
Operational efficiency has increased due to cross training to cover productions and meetings.
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes
- Are there any new initiatives or services your department will be providing with this budget?
They have begun to increase participation in membership outreach to students, veterans and returning citizens.
- Who are the top 2 largest vendors for your department and when were they last bid?
Two largest; BNH Photos Video – 18 months ago, and Comcast – 18 months ago.
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
No federal grants in this budget.
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

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Change to BSA as a vendor has had challenges. The customization and configuration for uses are now working well, but had initial issues due to missing information on time cards and access to payroll. HR, BSA and IT have assisted to get back to working.

Mr. Randall asked about the parking allocation. Mr. Brower stated there are 9 FTE and PT at \$123 a month, each. Annually rounds up to the budget line item. He added that they are working on this in fine detail and anticipate shortly to see if Council looks to make changes.

Council Member Brown acknowledged Mr. Gabriel for his attendance.

Council Member Garza asked about the insurance and bonds went up \$10,000. Mr. Brower stated that is a City wide allocation; percentage of personnel expenditures that was updated across all departments, with a 2% increase city wide. Council Member Garza asked about 311, and Mr. Gabriel stated they do not utilize the 311 service, because they utilize their own systems.

Public Service

Mr. Kilpatrick went through the list of questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
Primarily the increases are inflationary, GF transfers on streets, and there is a change for technician position for trash, sidewalks and right of way.
- Are there any changes in services that your department is responsible for and if so why?
No change other than those mentioned above.
- Are there programs you have done in the past that you have not included in this budget?
No change.
- Are there any rate or fee increases and if so why?
Fee increases annually for sewer, trash and recycling, and these are similar to what have had in the past.
- Are there any rate increases from the current budget that have not been implemented yet, and if so why not.
To minimize for trash during pandemic, they were not adjusted, so those rates will be adjusted in this upcoming budget to align the costs.
- Are there any major equipment purchases proposed in your budget?
Yes; fleet every year has \$4 million for entire City; public service, police, fire, etc. Public Service buys them and charges them out after the purchase to the appropriate departments.
- What impact has 311 taken on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of lower work load in this proposed budget.
This has taken a significant amount of calls off the staff, and due to staffing shortages but no changes to staffing. The volume of majority of calls, 2/3 calls have been reduced with 311.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
Not proposing any of these.
- How many employees have left your department in the past year? How many were due to retirement?

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There were 15 leave department, 7 to resignations, 2 transfers.

- Does the department have the additional arborists in the budget? If not, why not.
The arborist added and been posted for the majority of this fiscal year. Once that is filled they can successfully look at other positions.

- What (if any) operational changes have you made to become more efficient in your department? What were the savings?

Significant change is at WWTP where they looked at utility bills and looked at possibilities for savings. On the bill there is a demand charge, and they can reduce that which could bring in \$100,000 savings per year. There was a valve fixed for \$10,000 annually. There is final process in the sand filter, they found a variable to change those operations and lower energy for a \$15,000 annual savings, and a potential savings is with the blowers at WWTP they are looking at ways to change so they do not have to run all day, and could bring in \$20,000 savings annually. With O & M, they rent rear load trucks and because of that they can be more productive during that process due to the design of the truck. The rentals are a month in spring and fall. Another implementation is using more salt-brine for icing, but not sure of benefits but hoping to save up to 75% sale per year.

- Are you able to perform all necessary departmental responsibilities with this budget?

Needs for infrastructure.

- Are there any new initiatives or services your department will be providing with this budget?

None

- Who are the top 2 largest vendors for your department and when were they last bid?

CSO Contractors and bid with each project.

- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that the grant was supplementing?

They have not budgeted grant funds in their budget. Once Council approves grant funds, there is a separate grant fund, but not assuming those revenues with the budget, and if those get pulled, would only be out for something that has not yet been reimbursed. Have been following and believe any current funds are in jeopardy.

- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

All new platforms come with challenges, and this is no exception. Initially there were issues with the routing of supervisors, codes were not set up initially, especially with O & M. Until recently they were still having issues with codes and out of class pay. Things are getting better with each payroll but not done yet.

Council Member Spadafore asked about energy efficiency, and where we are at for solar installation. Mr. Kilpatrick stated they had 2 studies and have put out a design bid RFP. The savings mentioned earlier were other sources. Assuming domestic production, there will be a challenge with bidding, and they will have to watch at Federal level with availability and if those go up there might not be a benefit. There is a possibility of private group installation and maintenance. Council Member Spadafore asked why trash in the right of way is Public Service and not Code Compliance. Mr. Kilpatrick stated that it is a question for OCA, but they

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have been working with Code. Mr. Venker stated that is the way the ordinance is written. There is a change referred to Council. The kinds of trash speaking about in the right of way that is the issues, it is safe for Code Compliance to abate. Council Member Spadafore asked Mr. Kilpatrick to speak to the benefit of brine. Mr. Kilpatrick stated with salt it scatters, with liquids it stays and can be applied precisely and lower use because applied exactly where needed. The CIP would be with new trucks, and having large mixing tanks. That needs to be increased to larger tanks because will be using more liquid, less salt.

Council Member Brown asked how the business manager is working with the Chief Strategy Officer. Mr. Kilpatrick stated it is a small overlap, but it is specifically with this department. They are going through the grants, look at rates, rate reduction, energy efficiency, and similar to the former permit and technician. This would be to look at services that are delivered and have experience on the services to propose efficiency. Council Member Brown asked Mr. Brower to elaborate. Mr. Brower stated department by department they manage, this would be a subject manager expert for public services and they are 36% of the budget. This is a position that can look at those infrastructure projects as a whole. Council Member Brown asked Mr. Brower about his role, how is this working in conjunction with his plan for the strategic plan of the city. Mr. Brower stated he had a small part in recommending this position in their budget.

Council Member Carter asked Mr. Kilpatrick about the technician position; responsible for trash and sidewalk complaints, and how is that different from what 311 takes. Mr. Kilpatrick stated when someone enters complaints will stay the same; City Works and gets dispatched. This technician is not the only position doing those, but they will be able to investigate in a timely manner and follow up with contractor and staff to make sure those things are done. They will manage that work flow and sidewalk projects. This will restore the former right-of-way inspectors to focus on these priorities. Council Member Carter noted 15 left and 7 resignations, and 2 to other departments, and were they due to compensation. Mr. Kilpatrick stated that a lot of times it is due to overall compensation; salary vs. benefits.

Council Member Garza asked about the staffing shortages and how many are short and is it do to salary. Mr. Kilpatrick for the forestry they do not compare to private tree services. Council Member Garza asked how many are short, and Mr. Kilpatrick stated in the 20% range (60 employees), vast majority posted, but can give a list. With aging work force people leave then have to fill, but a cycle. Council Member Garza asked about the funds from majority to local streets, is there still a discussion on chip seal approach. Mr. Kilpatrick stated that if road in good shape, not necessary, if in middle range it does preserve and a cost effective treatment to prolong. The contractor for chip seal is a bid out by project, then review up to four times, and believe will have to bid out before do that again.

Council Member Hussain spoke about the elimination of the night shift with O&M that has been discussed, and is there truth to that. Mr. Kilpatrick stated there is truth to moving 3rd shift to 1st and 2nd shift. That is due to a lot of the night work has been moved to days, and those employees will be working just doing days. The main concern will be to make sure there is coverage, but they will still have on-call with on-call supervisors. They felt it was better for staff and cross training for all on days. This would allow to have workers on major and local streets. Some working doing on the weekends during the day when traffic flow is lower. Council Member Hussain asked if they have explored in house solid waste removal; staffing and equipment and economic impact. Mr. Kilpatrick stated the consultant study, with the current is the worst efficiency. The challenge to bring in house, the yard is maxed out, and it is

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hard to find solid waste staff. To make change would look into making it cost effectively, if can't can look into the recycling market better than private companies. Council Member Hussain asked if there is truth to contract surface street maintenance. Mr. Kilpatrick there is some work staff does, but nothing looking at getting out of. Some contract work is done due to the equipment.

Council Member Jackson acknowledged Mr. Kilpatrick on his responsiveness and spoke about the sustainability division in his budget. He then read the overview of that division in the budget. He then asked about the specific savings. Mr. Kilpatrick stated the main savings were started around the same time the division was created when all facilities went to energy stability, and he can share that report. Sustainability is involved in looking at waste reduction, city operations in helping doing those with the action plan. Council Member Jackson noted there is a quantified number, and Mr. Kilpatrick stated he can provide that on realized savings and projected savings. Council Member Jackson asked who is working on the solar project. Mr. Kilpatrick stated Ms. Welch is involved but since it is WWTP they are running that project, but sustainability is involved in those calls. He could provide key metrics on what they are working on. Some things might not be quantified. The food scrap program is a pilot program, and surveys were sent on how many people are using that. It proves to be successful and looking at a pilot project so not having to drive somewhere. They are partnering with Hammond Farms and have not any issues with the food waste. Right now the participation is voluntary. Council Member Jackson stated that Ms. Welch asked for more staff. Mr. Kilpatrick noted there was a waste audit a couple years ago and there could be an update to it. Council Member Jackson referred to the budget line item, there were sustainability GL numbers and asked if that was it. Mr. Brower stated that is specific dedicated for sustainability. Council Member Jackson noted the amount of \$40,000 contractual and \$35,000 miscellaneous, and Mr. Brower confirmed. Council Member Jackson noted this position has accomplished of getting large amount grants for the City, and Mr. Brower confirmed but cannot confirm grants in the past we will get again. Council Member Jackson noted that Ms. Welch asked for more staff to apply for more grants and expand the work. Mr. Kilpatrick stated that there are different staff for applying for the grants and staff for carrying out the grants.

Mr. Randall noted in the CIP; WWTP there was \$8,000,000 he will be watching.

Council President Kost asked if they hire staff for trash at the right of the way, will they enforce the trash bin ordinance also. Mr. Kilpatrick stated they will investigate the right of way and bins, and will coordinate with Code Compliance. Currently the primary routing goes to Code and they route back to Public Service. There are staff doing bin enforcement on a complaint basis. Council President Kost asked about tires, should they go to Lansing Connect and who handles. Mr. Kilpatrick stated if they get the complaint they will address, but will have to work with private owners and railroad property. Council President Kost spoke on shorter neighborhood roads, and if there are paving programs for those smaller streets; can all those smaller streets be looked at as a "neighborhood" and addressed. Mr. Kilpatrick noted they drive the roads, particularly in the spring to see what the weather has done, and some in good shape they want to keep in shape and maintain. They are trying to look at asset management approach to look at cost effective approach. Council President Kost asked if when buying items for fleet looking at better gas mileage vehicles. Mr. Kilpatrick stated they do look, however they do not put a lot of miles, but with EV they do not put enough miles to get the pay back. With hybrid it can take an extra 6 months to a year to get the see the payback benefit because the vehicle is not driven as much as an individual.

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Council Member Jackson asked if they proposed already a position for sustainability. Mr. Kilpatrick stated it was not proposed from him.

Human Relations and Community Services

Ms. Coleman, Amy Craig, Delvata Moses went through the list of questions.

- What is the difference with your budget from current fiscal year to the proposed budget?
Proposed budget will reflect increase in IT, 311 and personnel.
- Are there any changes in services that your department is responsible for and if so why?
No
- Are there programs you have done in the past that you have not included in this budget?
No
- Are there any rate or fee increases and if so why?
No
- Are there any major equipment purchases proposed in your budget?
No
- What impact has 311 taken on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of lower work load in this proposed budget.
The service does allow this department to spend more time coordinating direct services. As a result have increased the number of individuals served.
- Has the department changed titles and roles of employees due to the Federal status on "Diversity"? If so, what are those changes.
Yes; the DEI Director has a new title of Cultural and Accountability Director; and a specialist change to Culture and Accountability Specialist.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
Yes; office support contract employee will be eliminated and filled with FTE.
- How many employees have left your department in the past year? How many were due to retirement?
1 due to retirement in November.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
In January 2024 joined 311.
- Are you able to perform all necessary departmental responsibilities with this budget?
Yes
- Are there any new initiatives or services your department will be providing with this budget?
Yes; hoping to reinstate Rent Smart; grant training; exploring collaborating with agencies on continuum of care.
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
No.
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

None

- Does the department have the FTE housing legal assistance in the budget? If not, why not.

No, with constraints of budget and want to be mindful.

- Does the department have the DEI Implementation Specialist in the budget? If not, why not.

No. This role was approved under the budget, and since been renamed Cultural and Accountability Specialist.

Council Member Garza referred that salaries went up \$200,000 the last year and this proposed. Mr. Brower that overall the personnel differences; the same FTE but there were staff reclassifications, positions added last year was estimated lower, other changes are increases in fringe. Council Member Garza asked how many employees had wage increases. Mr. Brower stated he can get the breakdown and organization charter.

Mr. Randall noted that is 25%-26% increase in personnel wages that that is more than estimate and reclassification. Mr. Brower stated some were reclassified, and some new positions estimates were low.

Council President Kost pointed to the document placed before the Committee at this time. It was a list of HRCS Grants, and there were ones that got an increase even with charges, and asked if these organizations were thoroughly vetted. Ms. Craig confirmed they have monitored the agencies and will continue to monitor. Council President Kost referred to the website, and when calling Mr. McDonald they got 311 and 311 advised them. It was noted that 311 was routing the calls to Mr. MacDonald and that is an error on 311.

Other

Comprehensive Study on Homelessness Outcome - HRCS

Ms. Coleman stated they have it but not ready to do a presentation. When it is scheduled the third party will be present.

DISCUSSION – FY2025/2026 Budget Policies

Council President Kost went through the highlighted sections, noting:

Carryforwards; the OPIOD settlement has been received and can be removed.

Transparency and Accountability in Government; section on Bi-annual reporting was provided to Mr. Randall the internal auditor and therefore can be removed.

Contracts; the information was provided to Mr. Randall the internal auditor and can be removed.

City's Road Maintenance/Construction Capital Improvement Plan; Mr. Lawrence responded and information was provided to Mr. Randall the internal auditor and therefore can be removed.

Capital Improvement Projects; information was provided to Mr. Randall the internal auditor and therefore can be removed.

Residential Solid Waste; information was provided to Mr. Randall the internal auditor and therefore can be removed.

Mowing of Parks and Cemeteries; information was provided to Mr. Randall the internal auditor and therefore can be removed.

Capital City Allocation; information was provided to Mr. Randall the internal auditor and therefore can be removed.

Council Members had no comments or objections to the removal of the above items.

Mr. Venker asked Council to reconsider removing the "OPIOD Settlement" because they are still expecting to recoup funds; and it is a restrictive account. Mr. Brower stated that overall

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this section relates to project basis of OPIOD funds and other capital funds, with provisions, allocations, and ongoing capital projects.

Council Member Jackson change to “environmental stewardship”. The second and third sentence would be amended to read

“The City recognizes the importance of sustainability and **the need to act** support the Paris Agreement.” “The City recognizes **the need** to reduce the City’s net emissions output, increase its energy efficiency and improve its wastewater treatment and waste management programs.”

There were no council objections to the changes.

These changes will all be reflected in the next draft of the document at the future meetings to be adopted as part of the Budget Resolution on May 19, 2025.

Adjourn

The meeting adjourned at 6:35 pm

Respectfully Submitted by,

Sherrie Boak, Recording Secretary,

Lansing City Council

Approved by the Committee



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

Date: April 7, 2025
To: Committee Of the Whole
From: Charles H Randall, Internal Auditor
Subject: Proposed City of Lansing Budget Year-End 2026

Overview

This report is being issued in accordance with the Lansing City Charter Section 3-402.1. The fiscal year 2026 proposed budget resolution was presented to City Council on March 24, 2025. The FY 2026 total budget for all funds is \$307.4 million or 13.7% increase from FY25 adopted budget, with the General Fund increasing 4.8% to \$173.1 million.

Significant spending on streets is planned with the street funds balances being reduced a combined \$16.2 million or 59%. Also spending on sewer's is planned to reduce the Sewage Disposal System Fund by \$17.5 million, 38%.

Please see the Mayor's letter dated March 24, 2025 for more information.

Revenues

The FY26 proposed budget reflects a 4.8% increase in General Fund revenues.

General Fund Revenues						
Source	FY2024 Act	FY 2025 Amend	FY 2026 Prop	Sparkline	24-25	25-26
Property Taxes	57,069,786	53,925,000	57,010,000		-6%	6%
Income Taxes	42,184,295	42,750,000	43,990,000		1%	3%
Licenses & Permits	1,814,433	1,850,000	1,802,500		2%	-3%
Federal Grants	8,287,500					
State Grants	25,104,338	25,350,000	25,980,000		1%	2%
Return on Equity	26,237,421	28,300,000	29,800,000		8%	5%
Charges for Services	10,756,162	10,305,000	11,436,000		-4%	11%
Fines & Forfeitures	1,605,604	1,576,000	1,768,000		-2%	12%
Interest & Rent	1,095,157	660,000	800,000		-40%	21%
Other Revenue	450,080	409,000	413,500		-9%	1%
Interfund Transfers In		100,000	100,000			0%
Total General Fund Revenues	174,604,776	165,225,000	173,100,000		-5.4%	4.8%

Return on equity includes Sewage Disposal System of \$300,000 for each of 2025 amended and 2026 proposed. And a LBWL increase of \$1.5M year over year.

Appropriations

By Department

Net Totals from Department Level Appropriation Summaries						
Department	FY2024 Act	FY 2025 Amend	FY 2026 Prop	Sparkline	24-25	25-26
City Council	710,875	763,470	782,400		7%	2%
Mayor's Office	1,584,214	1,316,598	1,371,158		-17%	4%
Office of Community Media	673,361	741,539	771,527		10%	4%
Finance Operations	2,264,131	2,110,560	2,475,148		-7%	17%
City Clerk's Office	1,643,635	1,954,061	1,814,391		19%	-7%
Internal Audit	202,235	203,351	248,628		1%	22%
Information Technology	8,915,547	8,050,000	8,865,000		-10%	10%
Treasury/Income Tax	2,312,265	2,897,800	3,087,600		25%	7%
Assessing	1,546,102	1,755,264	1,855,444		14%	6%
City Attorney's Office	2,486,836	2,708,022	3,038,252		9%	12%
Human Resources	2,929,079	2,526,289	2,712,278		-14%	7%
64-A District Court	6,157,930	6,318,200	6,657,000		3%	5%
Police	53,947,608	57,529,127	61,877,323		7%	8%
Fire	42,335,463	43,217,810	45,042,112		2%	4%
Public Service	94,935,709	119,458,929	152,071,657		26%	27%
Human Relations & Community Services	3,712,995	5,866,689	4,897,988		58%	-17%
Economic Development and Planning	13,021,331	14,621,882	16,675,786		12%	14%
Parks and Recreation	12,232,164	16,384,647	13,839,833		34%	-16%
Neighborhoods, Arts, and Citizen Engagement	1,505,860	1,839,404	2,091,041		22%	14%
Non-Departmental	9,584,658	9,104,197	7,994,671		-5%	-12%

Note: Fully burdened to include inter-departmental allocations. Will not foot to 'spending plan'.

Finance - Active personnel increased \$193k or 16.3%

Information Technology – Overall expenditures increased \$815k or 10%. Mostly relating to operating costs of software and services. Allocation of IT costs results in cost increases in the other departments.

Office of City Attorney – Overall increase of \$330k or 12% with active personnel costs increasing \$178k or 10%

Public Safety – Lansing Fire Department increase 4% while Lansing Police Department increased only 1.7%

Public Service – Overall increased \$32.6M or 27%. Again, significant spending on streets and sewer.

Human Relations and Community Services – Department summary appears to have incorrectly calculated percentage change. The schedule has a 13% overall increase. Expenditures presented in dollars decreased 17%.

Economic Development and Planning – Overall increase of \$2M or 14%. The increase is split roughly evenly between the General Fund spending and Other Fund spending.

By Fund

Totals from Fund Level Appropriation Summaries						
Fund	FY2024 Act	FY 2025 Amend	FY 2026 Prop	Sparkline	24-25	25-26
I. General Fund						
General Government	11,142,378	10,899,047	11,613,313		-2%	7%
Public Safety	49,964,032	53,367,566	54,352,943		7%	2%
Public Works	11,518,035	10,797,808	11,163,539		-6%	3%
Judicial	4,104,519	4,575,902	4,823,337		11%	5%
Recreation & Culture	6,216,485	6,791,036	7,188,963		9%	6%
Community Development	9,269,729	12,812,276	11,530,783		38%	-10%
Other Financing Uses	71,398,250	74,817,498	72,427,122		5%	-3%
Total General Fund Appropriations	163,613,428 (1,000)	174,061,133	173,100,000		6%	-1%
II. Special Revenue Funds						
Stadium Fund	864,113	861,000	861,000		0%	0%
Major Streets Fund	14,191,180	23,470,000	30,975,000		65%	32%
Local Streets Fund	10,549,161	11,160,000	20,475,000		6%	83%
Public Safety Revenue Sharing Fund			2,400,000			
HOME Grant Fund	299,914	858,394	1,964,707		186%	129%
Emergency Solutions Grant (ESG) Fund	357,297	181,593	181,984		-49%	0%
Building Department Fund	2,830,733	3,365,000	3,855,000		19%	15%
Community Development Block Grant (CDBG) Fund	2,166,447	2,804,722	2,131,546		29%	-24%
Disaster Contingency Fund	301,432	500,000	500,000		66%	0%
Drug Law Enforcement Federal Fund	61,888	200	160,000			
Drug Law Enforcement State and Local Fund	39,540	161,000	500		307%	-100%
Tri-County Metro Fund	315,081	250,000	646,500		-21%	159%
Opioid Settlement Fund	70,000	939,674	210,000			
Downtown Lansing, Inc. Fund	2,963,721	1,935,200	2,760,000		-35%	43%
III. Capital Project Funds						
Other Capital Projects Fund			2,930,530			
Parks Millage Capital Projects Fund			2,859,000			
IV. Enterprise Funds						
Cemetery Fund	864,163	1,122,000	1,300,500		30%	16%
Municipal Parking System Fund	8,406,492	5,625,000	8,502,000		-33%	51%
Golf Fund	108,756	100,000	15,000		-8%	-85%
Sewage Disposal System Fund	33,771,306	46,900,000	59,815,000		39%	28%
Garbage and Rubbish Collection Fund	4,170,087	3,600,000	5,423,500		-14%	51%
Recycling Fund	4,449,152	4,783,000	4,938,000		8%	3%

I. General Fund

Vacancy Factor (\$1.5M) did not change year over year.

II. Special Fund

Major Street Fund spending includes a \$11.5M transfer to Local Street Fund, an increase of \$7.5M. The Fund anticipates a Net Expense of (\$14.2M), resulting in ending fund balance of \$7.6M.

Local Street Fund anticipates a Net Expense of (\$2M), resulting in ending fund balance of \$2M.

Repeating from FY 2025 Adopted Budget, Public Safety Revenue Sharing Fund (\$2.4M) will only be used if approved by the State.

Building Department Fund anticipates a Net Expense of (\$1M) resulting in ending fund balance of \$2.7M.

Cemetery Fund transfers in increased \$170K to \$805k to cover administration expenditure increase of \$194k.

Municipal Parking System Fund anticipates Interest & Lease Revenues of \$3M from, while FY 2025 was \$0. Debt Service Expenditures increase \$2.6M.

Golf Fund expects transfers in reduced to \$15k, with the LEPFA - ASM contract.

Sewage Disposal System Fund plans to continue increasing capital project spending by \$13M, contributing to a Net Expense of (\$17.5M) with ending fund balance of \$28.2M. A significant capital investment includes the continued Combined Sewer Overflow (CSO) work mandated by EPA.

Garbage and Rubbish Collection Fund anticipates increasing revenue \$900k to \$4.5M. However, this is offset by expenditures increase of \$1.8M leading to Net Expense of \$920k and ending fund balance of \$2M.

HUMAN RESOURCES

CITY OF LANSING, MICHIGAN

Elizabeth O'Leary, Director

124 W. Michigan Avenue, 8th Floor, Lansing MI 48933 | elizabeth.oleary@lansingmi.gov | (517) 483-4010

MISSION

The Department of Human Resources (HR) is an internal service provider to employees and perspective employees of the City of Lansing. Our goal is to to provide efficient, accurate and thorough services to our internal partners and operate through a lense of equity and belonging.

PROGRAMS AND SERVICES

Employee Safety	Create and Administer all employee safety programs.
Employee Wellness	Administration of programs that support employees health and wellness.
Workers Comp	Administers and processes workers compensation as mandated by law.
Collective Bargaining	Negotiate all contracts for bargaining and non-bargaining units.
Grievances and Discipline	Administer violations of Collective Bargaining Agreements by City of Lansing employees.
Benefits administration	Administer all benefits for City of Lansing employees and retirees.
Payroll Processing	Provides compensation and pension payments to all active and retired employees.
Recruitment and Hiring	Process of recruiting, hiring and onboarding all City of Lansing personnel.
Administration and City Council Compliance Training	Trainings for staff and elected officials as mandated through city policies and state and federal regulations.
Staff Development	Provide opportunities for staff skill development.

HUMAN RESOURCES

CITY OF LANSING, MICHIGAN

Elizabeth O'Leary, Director

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APPROPRIATION SUMMARY

	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2026 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,218,497	1,364,766	1,364,766	1,474,700	8.1%
Retirement/Fixed Benefits	662,118	482,397	482,397	589,230	22.1%
Total Personnel	1,880,615	1,847,163	1,847,163	2,063,930	11.7%
Operating					
Department Operating	386,485	519,600	519,600	450,100	-13.4%
Employee Parking	510,673	26,000	26,000	27,400	5.4%
Information Technology	142,240	108,873	108,873	145,702	33.8%
Insurance & Bonds	9,066	24,653	24,653	25,146	2.0%
Total Operating	1,048,465	679,126	679,126	648,348	-4.5%
Total Expenditures	2,929,079	2,526,289	2,526,289	2,712,278	7.4%

SUMMARY OF CHANGES

Changes to the FY 2026 budget incorporate position reclassifications and recognizing budget efficiencies in operating funds.

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
101-172720-708000	GENERAL FUND	ASSESSING	PERSONNEL	OVERTIME - SALARY	210	300	300	300
101-172720-712000	GENERAL FUND	ASSESSING	PERSONNEL	LONGEVITY	5,000	5,900	5,900	3,500
101-172720-715400	GENERAL FUND	ASSESSING	PERSONNEL	PAYROLL FRINGES	127,726	205,908	205,908	230,816
101-172720-801050	GENERAL FUND	ASSESSING	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	32,448	-	-	-
101-172720-715300	GENERAL FUND	ASSESSING	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	516,219	443,153	443,153	453,847
101-172720-851110	GENERAL FUND	ASSESSING	OPERATING	UTILITIES - CITY HALL	27,306	35,000	35,000	25,000
101-172720-851200	GENERAL FUND	ASSESSING	OPERATING	TELEPHONE	1,660	2,500	2,500	4,000
101-172720-956000	GENERAL FUND	ASSESSING	OPERATING	MISCELLANEOUS OPERATING	64,257	85,000	85,000	85,000
101-172720-956840	GENERAL FUND	ASSESSING	OPERATING	TRANSPORTATION	2,424	2,000	2,000	3,000
101-172720-957000	GENERAL FUND	ASSESSING	OPERATING	TRAINING	130	3,000	3,000	5,000
101-172720-801311	GENERAL FUND	ASSESSING	CITY 311 SUPPORT	CITY 311 SERVICES ALLOC	26,114	-	-	-
101-172720-715100	GENERAL FUND	ASSESSING	EMPLOYEE PARKING	PARKING SUBSIDY	-	12,000	12,000	12,000
101-172720-801720	GENERAL FUND	ASSESSING	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	83,023	70,515	70,515	93,353
101-172720-958000	GENERAL FUND	ASSESSING	INSURANCE & BONDS	INSURANCE & BONDS	9,857	23,446	23,446	23,915
ASSESSING TOTAL						1,755,264	1,755,264	1,855,444
101-172900-702000	GENERAL FUND	CITY ATTORNEY'S OFFICE	PERSONNEL	SALARIES	1,084,152	1,335,673	1,335,673	1,494,064
101-172900-707000	GENERAL FUND	CITY ATTORNEY'S OFFICE	PERSONNEL	TEMPORARY HELP	168,487	75,000	75,000	75,000
101-172900-712000	GENERAL FUND	CITY ATTORNEY'S OFFICE	PERSONNEL	LONGEVITY	3,900	3,800	3,800	3,000
101-172900-715400	GENERAL FUND	CITY ATTORNEY'S OFFICE	PERSONNEL	PAYROLL FRINGES	247,116	344,083	344,083	364,234
101-172900-801050	GENERAL FUND	CITY ATTORNEY'S OFFICE	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	2,848	-	-	-
101-172900-715300	GENERAL FUND	CITY ATTORNEY'S OFFICE	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	733,682	648,468	648,468	770,917
101-172900-851110	GENERAL FUND	CITY ATTORNEY'S OFFICE	OPERATING	UTILITIES - CITY HALL	27,306	35,000	35,000	31,000
101-172900-851200	GENERAL FUND	CITY ATTORNEY'S OFFICE	OPERATING	TELEPHONE	11,981	10,000	10,000	10,000
101-172900-956000	GENERAL FUND	CITY ATTORNEY'S OFFICE	OPERATING	MISCELLANEOUS OPERATING	33,102	25,000	25,000	25,000
101-172900-956883	GENERAL FUND	CITY ATTORNEY'S OFFICE	OPERATING	LIBRARY	48,141	50,000	50,000	52,000
101-172900-956889	GENERAL FUND	CITY ATTORNEY'S OFFICE	OPERATING	COURT FILING FEES & COSTS	91	3,000	3,000	2,000
101-172900-957000	GENERAL FUND	CITY ATTORNEY'S OFFICE	OPERATING	TRAINING	5,328	13,000	13,000	13,000
101-172900-715100	GENERAL FUND	CITY ATTORNEY'S OFFICE	EMPLOYEE PARKING	PARKING SUBSIDY	-	25,450	25,450	25,900
101-172900-801720	GENERAL FUND	CITY ATTORNEY'S OFFICE	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	113,187	99,683	99,683	131,475
101-172900-958000	GENERAL FUND	CITY ATTORNEY'S OFFICE	INSURANCE & BONDS	INSURANCE & BONDS	7,517	39,865	39,865	40,662
CITY ATTORNEY'S OFFICE TOTAL						2,708,022	2,708,022	3,038,252
101-172800-702000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	SALARIES	835,817	957,266	957,266	1,092,593
101-172800-702302	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	SHIFT PREMIUM	120	-	-	-
101-172800-707000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	TEMPORARY HELP	132,765	80,000	80,000	80,000
101-172800-708000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	OVERTIME - SALARY	8,297	10,000	10,000	10,000
101-172800-712000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	LONGEVITY	4,000	4,805	4,805	5,805
101-172800-715400	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	PAYROLL FRINGES	189,637	312,695	312,695	286,302
101-172800-801050	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	47,861	-	-	-
101-172800-715300	GENERAL FUND	HUMAN RESOURCES	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	662,118	482,397	482,397	589,230
101-172800-701666	GENERAL FUND	HUMAN RESOURCES	OPERATING	RESIDENCY INCENTIVE PROGRAM	10,077	25,000	25,000	25,000
101-172800-801000	GENERAL FUND	HUMAN RESOURCES	OPERATING	CONTRACTUAL SERVICES	167,172	235,000	235,000	180,000
101-172800-801500	GENERAL FUND	HUMAN RESOURCES	OPERATING	MEDICAL SERVICES	57,291	90,000	90,000	90,000
101-172800-851110	GENERAL FUND	HUMAN RESOURCES	OPERATING	UTILITIES - CITY HALL	18,204	23,200	23,200	21,000
101-172800-851200	GENERAL FUND	HUMAN RESOURCES	OPERATING	TELEPHONE	6,846	3,500	3,500	5,000

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
101-172800-956000	GENERAL FUND	HUMAN RESOURCES	OPERATING	MISCELLANEOUS OPERATING	93,310	63,800	63,800	75,000
101-172800-956870	GENERAL FUND	HUMAN RESOURCES	OPERATING	EMPLOYEE RECOGNITION	9,178	13,000	13,000	13,000
101-172800-957000	GENERAL FUND	HUMAN RESOURCES	OPERATING	TRAINING	16,440	50,000	50,000	25,000
101-172800-957340	GENERAL FUND	HUMAN RESOURCES	OPERATING	EDUCATION REIMB - UAW	45	-	-	-
101-172800-715100	GENERAL FUND	HUMAN RESOURCES	EMPLOYEE PARKING	PARKING SUBSIDY	508,612	24,000	24,000	25,400
101-172800-715200	GENERAL FUND	HUMAN RESOURCES	EMPLOYEE PARKING	BUS SUBSIDY	2,062	2,000	2,000	2,000
101-172800-801720	GENERAL FUND	HUMAN RESOURCES	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	142,240	108,873	108,873	145,702
101-172800-958000	GENERAL FUND	HUMAN RESOURCES	INSURANCE & BONDS	INSURANCE & BONDS	9,066	24,653	24,653	25,146
101-172801-957310	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - TEAMSTER & E	-	1,000	1,000	1,000
101-172801-957320	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - CCLP NS	360	500	500	500
101-172801-957330	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - CCLP S	-	500	500	500
101-172801-957340	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - UAW	1,333	5,100	5,100	5,100
101-172801-957350	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - IAF	6,228	9,000	9,000	9,000
		HUMAN RESOURCES TOTAL				2,526,289	2,526,289	2,712,278
101-173901-715000	GENERAL FUND	NON-DEPARTMENTAL	FY24 FRINGE ADJUSTMENT	FRINGE BENEFITS	-	-	6,490,000	-
101-173901-701001	GENERAL FUND	NON-DEPARTMENTAL	VACANCY FACTOR	ESTIMATED ATTRITION	-	(1,500,000)	(1,500,000)	(1,500,000)
101-173901-851000	GENERAL FUND	NON-DEPARTMENTAL	SOUTH LANSING DISTRICT LIBRARY	UTILITIES	258	-	-	-
101-173901-941100	GENERAL FUND	NON-DEPARTMENTAL	SOUTH LANSING DISTRICT LIBRARY	BUILDING RENTAL	130,886	145,000	145,000	150,000
101-173901-998000	GENERAL FUND	NON-DEPARTMENTAL	CONTINGENCY	CONTINGENCY	-	-	-	250,000
		NON-DEPARTMENTAL TOTAL				(1,355,000)	5,135,000	(1,100,000)
101-132220-941100	GENERAL FUND	CIRCUIT COURT	OPERATING	BUILDING RENTAL	360,205	330,000	330,000	360,000
101-132220-958000	GENERAL FUND	CIRCUIT COURT	INSURANCE & BONDS	INSURANCE & BONDS	2,426	-	-	-
710-132201-702000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	SALARIES	2,336,895	2,524,688	2,524,688	2,634,447
710-132201-707000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	TEMPORARY HELP	67,931	72,000	72,000	82,000
710-132201-708000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	OVERTIME - SALARY	5,122	5,000	5,000	5,000
710-132201-712000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	LONGEVITY	22,500	28,000	28,000	27,000
710-132201-715400	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	PAYROLL FRINGES	684,140	817,857	817,857	913,359
710-132201-715300	GENERAL FUND	DISTRICT COURT OPERATIONS	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	1,616,296	1,376,382	1,376,382	1,343,967
710-132201-742000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	SUPPLIES	115,089	130,000	130,000	130,000
710-132201-801000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	CONTRACTUAL SERVICES	135,351	135,000	135,000	135,000
710-132201-851110	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	UTILITIES - CITY HALL	77,368	100,000	100,000	91,130
710-132201-851200	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	TELEPHONE	20,256	10,000	10,000	12,500
710-132201-930000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	REPAIR & MAINTENANCE	23	-	-	-
710-132201-956000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	MISCELLANEOUS OPERATING	109,161	140,000	140,000	140,000
710-132201-956882	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	WITNESS/JURY FEES	29,673	30,000	30,000	30,000
710-132201-956883	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	LIBRARY	7,066	8,000	8,000	8,000
710-132201-957000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	TRAINING	-	-	-	5,000
710-132201-977000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	EQUIPMENT	6,358	-	-	-
710-132201-715100	GENERAL FUND	DISTRICT COURT OPERATIONS	EMPLOYEE PARKING	PARKING SUBSIDY	-	43,300	43,300	45,700
710-132201-801720	GENERAL FUND	DISTRICT COURT OPERATIONS	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	437,115	365,916	365,916	489,696
710-132201-958000	GENERAL FUND	DISTRICT COURT OPERATIONS	INSURANCE & BONDS	INSURANCE & BONDS	22,077	89,707	89,707	91,501
710-132202-801000	GENERAL FUND	DISTRICT COURT SECURITY	OPERATING	CONTRACTUAL SERVICES	102,879	110,000	110,000	110,000
710-132215-956000	GENERAL FUND	DRUG COURT	OPERATING	MISCELLANEOUS OPERATING	-	1,850	1,850	2,200
710-132215-957000	GENERAL FUND	DRUG COURT	OPERATING	TRAINING	-	500	500	500

FY2025/2026 Budget Department Presentations
Human Resources

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

- What is the difference with your budget from current fiscal year to the proposed budget?
- Are there any changes in services that your department is responsible for and if so why?
- Are there programs you have done in the past that you have not included in this budget?
- Are there any major equipment purchases proposed in your budget?
- What impact has 311 taken on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of lower work load in this proposed budget.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
- How many employees have left your department in the past year? How many were due to retirement?
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
- Are you able to perform all necessary departmental responsibilities with this budget?
- Are there any new initiatives or services your department will be providing with this budget?
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

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

54-A DISTRICT COURT CITY OF LANSING, MICHIGAN

Anethia O. Brewer, Court Administrator

124 W. Michigan Ave. 6th Floor, Lansing MI 48933 | anethia.brewer@lansingmi.gov | (517) 483-4538

MISSION

The mission of the 54-A District Court is to provide access to trial court services for all persons as needed, employing available resources and working in partnership with the community to afford efficient and courteous service. This mission is carried out through efficient case flow management from pre-adjudication to post-adjudication; conducting arraignments, preliminary felony exams, trials, sentencing, and probation; including operating full service divisions (Traffic, Civil, Criminal, and Probation).

RELATION TO CITY OPERATIONS

The District Court fund and budget are self-contained operations. The District Court budget expenditure and the Court-related revenue are accounted for in a separate fund during the fiscal year, and then both expenditures and revenues are returned to the General Fund at June 30. This accounting convention effectively makes the Court a General Fund agency, with special budget considerations attached to its status as the judicial branch of government.

54-A DISTRICT COURT CITY OF LANSING, MICHIGAN

Anethia O. Brewer, Court Administrator

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PROGRAMS AND SERVICES

The District Court handles four types of cases:

- (1) Criminal (misdemeanors and felonies reduced to misdemeanors);
- (2) Civil (small claims jurisdiction up to \$6,000, general civil jurisdiction up to \$25,000, and landlord-tenant disputes);
- (3) Traffic violations (formal and informal hearings); and
- (4) City Ordinance violations.

For the majority of its cases, the District Court works with the Ingham County Prosecutor's and Public Defender Offices, the Office of the City Attorney, and the Lansing Police Department. Additional support services are provided by City of Lansing staff including by Finance, Human Resources, Information Technology, and Building Maintenance.

54-A DISTRICT COURT

CITY OF LANSING, MICHIGAN

Anethia O. Brewer, Court Administrator

124 W. Michigan Ave. 6th Floor, Lansing MI 48933 | anethia.brewer@lansingmi.gov | (517) 483-4538

APPROPRIATION SUMMARY

	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2026 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	3,116,587	3,447,545	3,447,545	3,661,806	6.2%
Retirement/Fixed Benefits	1,616,296	1,376,382	1,376,382	1,343,967	-2.4%
Total Personnel	4,732,883	4,823,927	4,823,927	5,005,773	3.8%
Operating					
Department Operating	600,798	665,350	665,350	664,330	-0.2%
Employee Parking	-	43,300	43,300	45,700	5.5%
Information Technology	437,115	365,916	365,916	489,696	33.8%
Insurance & Bonds	24,503	89,707	89,707	91,501	2.0%
Total Operating	1,062,416	1,164,273	1,164,273	1,291,227	10.9%
Total Expenditures	5,795,299	5,988,200	5,988,200	6,297,000	5.2%

SUMMARY OF CHANGES

No significant operational changes are proposed with the District Court budget for FY 2026.

CIRCUIT COURT BUILDING RENTAL

CITY OF LANSING, MICHIGAN

Veterans Memorial Building

30th Circuit Court Annex, 426 S. Walnut St, Lansing MI 48933

APPROPRIATION SUMMARY

	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2026 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Operating					
Veterans Memorial Building	362,631	330,000	330,000	360,000	
Total Expenditures	362,631	330,000	330,000	360,000	9.1%

BUDGETARY EXPLANATION

State Law obligates the City to provide a facility for the Circuit Court, which is operated by Ingham County. The above is the City's share in operational costs of the Veterans Memorial Building.

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
101-172800-956000	GENERAL FUND	HUMAN RESOURCES	OPERATING	MISCELLANEOUS OPERATING	93,310	63,800	63,800	75,000
101-172800-956870	GENERAL FUND	HUMAN RESOURCES	OPERATING	EMPLOYEE RECOGNITION	9,178	13,000	13,000	13,000
101-172800-957000	GENERAL FUND	HUMAN RESOURCES	OPERATING	TRAINING	16,440	50,000	50,000	25,000
101-172800-957340	GENERAL FUND	HUMAN RESOURCES	OPERATING	EDUCATION REIMB - UAW	45	-	-	-
101-172800-715100	GENERAL FUND	HUMAN RESOURCES	EMPLOYEE PARKING	PARKING SUBSIDY	508,612	24,000	24,000	25,400
101-172800-715200	GENERAL FUND	HUMAN RESOURCES	EMPLOYEE PARKING	BUS SUBSIDY	2,062	2,000	2,000	2,000
101-172800-801720	GENERAL FUND	HUMAN RESOURCES	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	142,240	108,873	108,873	145,702
101-172800-958000	GENERAL FUND	HUMAN RESOURCES	INSURANCE & BONDS	INSURANCE & BONDS	9,066	24,653	24,653	25,146
101-172801-957310	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - TEAMSTER & E	-	1,000	1,000	1,000
101-172801-957320	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - CCLP NS	360	500	500	500
101-172801-957330	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - CCLP S	-	500	500	500
101-172801-957340	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - UAW	1,333	5,100	5,100	5,100
101-172801-957350	GENERAL FUND	LABOR RELATIONS	OPERATING	EDUCATION REIMB - IAFF	6,228	9,000	9,000	9,000
		HUMAN RESOURCES TOTAL				2,526,289	2,526,289	2,712,278
101-173901-715000	GENERAL FUND	NON-DEPARTMENTAL	FY24 FRINGE ADJUSTMENT	FRINGE BENEFITS	-	-	6,490,000	-
101-173901-701001	GENERAL FUND	NON-DEPARTMENTAL	VACANCY FACTOR	ESTIMATED ATTRITION	-	(1,500,000)	(1,500,000)	(1,500,000)
101-173901-851000	GENERAL FUND	NON-DEPARTMENTAL	SOUTH LANSING DISTRICT LIBRARY	UTILITIES	258	-	-	-
101-173901-941100	GENERAL FUND	NON-DEPARTMENTAL	SOUTH LANSING DISTRICT LIBRARY	BUILDING RENTAL	130,886	145,000	145,000	150,000
101-173901-998000	GENERAL FUND	NON-DEPARTMENTAL	CONTINGENCY	CONTINGENCY	-	-	-	250,000
		NON-DEPARTMENTAL TOTAL				(1,355,000)	5,135,000	(1,100,000)
101-132220-941100	GENERAL FUND	CIRCUIT COURT	OPERATING	BUILDING RENTAL	360,205	330,000	330,000	360,000
101-132220-958000	GENERAL FUND	CIRCUIT COURT	INSURANCE & BONDS	INSURANCE & BONDS	2,426	-	-	-
710-132201-702000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	SALARIES	2,336,895	2,524,688	2,524,688	2,634,447
710-132201-707000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	TEMPORARY HELP	67,931	72,000	72,000	82,000
710-132201-708000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	OVERTIME - SALARY	5,122	5,000	5,000	5,000
710-132201-712000	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	LONGEVITY	22,500	28,000	28,000	27,000
710-132201-715400	GENERAL FUND	DISTRICT COURT OPERATIONS	PERSONNEL	PAYROLL FRINGES	684,140	817,857	817,857	913,359
710-132201-715300	GENERAL FUND	DISTRICT COURT OPERATIONS	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	1,616,296	1,376,382	1,376,382	1,343,967
710-132201-742000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	SUPPLIES	115,089	130,000	130,000	130,000
710-132201-801000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	CONTRACTUAL SERVICES	135,351	135,000	135,000	135,000
710-132201-851110	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	UTILITIES - CITY HALL	77,368	100,000	100,000	91,130
710-132201-851200	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	TELEPHONE	20,256	10,000	10,000	12,500
710-132201-930000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	REPAIR & MAINTENANCE	23	-	-	-
710-132201-956000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	MISCELLANEOUS OPERATING	109,161	140,000	140,000	140,000
710-132201-956882	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	WITNESS/JURY FEES	29,673	30,000	30,000	30,000
710-132201-956883	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	LIBRARY	7,066	8,000	8,000	8,000
710-132201-957000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	TRAINING	-	-	-	5,000
710-132201-977000	GENERAL FUND	DISTRICT COURT OPERATIONS	OPERATING	EQUIPMENT	6,358	-	-	-
710-132201-715100	GENERAL FUND	DISTRICT COURT OPERATIONS	EMPLOYEE PARKING	PARKING SUBSIDY	-	43,300	43,300	45,700
710-132201-801720	GENERAL FUND	DISTRICT COURT OPERATIONS	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	437,115	365,916	365,916	489,696
710-132201-958000	GENERAL FUND	DISTRICT COURT OPERATIONS	INSURANCE & BONDS	INSURANCE & BONDS	22,077	89,707	89,707	91,501
710-132202-801000	GENERAL FUND	DISTRICT COURT SECURITY	OPERATING	CONTRACTUAL SERVICES	102,879	110,000	110,000	110,000
710-132215-956000	GENERAL FUND	DRUG COURT	OPERATING	MISCELLANEOUS OPERATING	-	1,850	1,850	2,200
710-132215-957000	GENERAL FUND	DRUG COURT	OPERATING	TRAINING	-	500	500	500

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
COURTS TOTAL						6,318,200	6,318,200	6,657,000
101-343201-702000	GENERAL FUND	ADMINISTRATION	PERSONNEL	SALARIES	867,198	942,432	942,432	986,463
101-343201-702302	GENERAL FUND	ADMINISTRATION	PERSONNEL	SHIFT PREMIUM	27	250	250	250
101-343201-707000	GENERAL FUND	ADMINISTRATION	PERSONNEL	TEMPORARY HELP	55,544	-	-	-
101-343201-708000	GENERAL FUND	ADMINISTRATION	PERSONNEL	OVERTIME - SALARY	9,880	13,000	13,000	13,000
101-343201-712000	GENERAL FUND	ADMINISTRATION	PERSONNEL	LONGEVITY	9,600	10,000	10,000	7,200
101-343201-715400	GENERAL FUND	ADMINISTRATION	PERSONNEL	PAYROLL FRINGES	137,137	167,331	167,331	211,869
101-343201-717200	GENERAL FUND	ADMINISTRATION	PERSONNEL	ALLOWANCE - CLOTHING	17,601	17,075	17,075	17,075
101-343201-717300	GENERAL FUND	ADMINISTRATION	PERSONNEL	ALLOWANCE - DRYCLEAN	58,155	74,400	74,400	64,400
101-343201-717800	GENERAL FUND	ADMINISTRATION	PERSONNEL	VEST PREMIUM	4,095	4,000	4,000	4,000
101-343201-715300	GENERAL FUND	ADMINISTRATION	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	804,482	1,014,489	1,014,489	930,956
101-343201-742000	GENERAL FUND	ADMINISTRATION	OPERATING	SUPPLIES	58,714	54,000	54,000	60,000
101-343201-742100	GENERAL FUND	ADMINISTRATION	OPERATING	FUEL CHARGES	415,253	425,000	425,000	425,000
101-343201-801000	GENERAL FUND	ADMINISTRATION	OPERATING	CONTRACTUAL SERVICES	13,889	32,000	32,000	32,000
101-343201-851000	GENERAL FUND	ADMINISTRATION	OPERATING	UTILITIES	16	-	-	-
101-343201-851110	GENERAL FUND	ADMINISTRATION	OPERATING	UTILITIES - CITY HALL	131,980	160,000	160,000	140,000
101-343201-851200	GENERAL FUND	ADMINISTRATION	OPERATING	TELEPHONE	193,363	200,000	200,000	140,000
101-343201-851201	GENERAL FUND	ADMINISTRATION	OPERATING	DEPARTMENT COMMUNICATIONS	7,067	7,066	7,066	7,100
101-343201-851212	GENERAL FUND	ADMINISTRATION	OPERATING	POLICE-FIRING RANGE UTILITIES	22,668	25,300	25,300	24,300
101-343201-851222	GENERAL FUND	ADMINISTRATION	OPERATING	POLICE - RADIO LAB UTILITIES	6,004	6,600	6,600	6,600
101-343201-851251	GENERAL FUND	ADMINISTRATION	OPERATING	POLICE PRECINCT - UTILITIES	232,540	220,100	220,100	231,100
101-343201-930000	GENERAL FUND	ADMINISTRATION	OPERATING	REPAIR & MAINTENANCE	5,038	17,000	17,000	17,000
101-343201-941100	GENERAL FUND	ADMINISTRATION	OPERATING	BUILDING RENTAL	125,000	125,000	125,000	125,000
101-343201-956000	GENERAL FUND	ADMINISTRATION	OPERATING	MISCELLANEOUS OPERATING	140,692	190,000	190,000	190,000
101-343201-956000-19161	GENERAL FUND	ADMINISTRATION	OPERATING	MISCELLANEOUS OPERATING	21,206	-	-	-
101-343201-957000	GENERAL FUND	ADMINISTRATION	OPERATING	TRAINING	136,714	145,000	145,000	145,000
101-343201-977000	GENERAL FUND	ADMINISTRATION	OPERATING	EQUIPMENT	1,600	-	-	2,500
101-343201-977101	GENERAL FUND	ADMINISTRATION	OPERATING	EQUIPMENT < \$5,000	1,944	-	-	5,000
101-343201-715100	GENERAL FUND	ADMINISTRATION	EMPLOYEE PARKING	PARKING SUBSIDY	-	62,700	62,700	64,300
101-343201-801720	GENERAL FUND	ADMINISTRATION	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	2,831,856	2,760,584	2,760,584	3,196,135
101-343201-941200	GENERAL FUND	ADMINISTRATION	CITY EQUIPMENT RENTAL	CITY EQUIPMENT RENTAL (CHARGE)	2,007,500	2,337,600	2,337,600	1,816,261
101-343201-958000	GENERAL FUND	ADMINISTRATION	INSURANCE & BONDS	INSURANCE & BONDS	274,827	776,113	776,113	766,637
101-343212-702000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	SALARIES	261,088	270,404	270,404	270,404
101-343212-702302	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	SHIFT PREMIUM	10	-	-	-
101-343212-708000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	OVERTIME - SALARY	57,306	30,000	30,000	30,000
101-343212-711000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	SICK LEAVE	2,500	-	-	-
101-343212-712000	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	LONGEVITY	2,800	3,200	3,200	3,600
101-343212-715400	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	PAYROLL FRINGES	54,823	55,568	55,568	67,060
101-343212-717200	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	ALLOWANCE - CLOTHING	8,544	8,107	8,107	8,107
101-343212-717800	GENERAL FUND	HUMAN RESOURCES	PERSONNEL	VEST PREMIUM	3,028	3,000	3,000	3,000
101-343212-715300	GENERAL FUND	HUMAN RESOURCES	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	517,265	353,005	353,005	336,166
101-343212-801000	GENERAL FUND	HUMAN RESOURCES	OPERATING	CONTRACTUAL SERVICES	60,038	80,000	80,000	80,000
101-343212-851200	GENERAL FUND	HUMAN RESOURCES	OPERATING	TELEPHONE	998	-	-	1,000
101-343212-956000	GENERAL FUND	HUMAN RESOURCES	OPERATING	MISCELLANEOUS OPERATING	46,150	46,005	46,005	48,070

**FY2025/2026 Budget Department Presentations
District Court**

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

- What is the difference with your budget from current fiscal year to the proposed budget?
- Are there any changes in services that your department is responsible for and if so why?
- Are there programs you have done in the past that you have not included in this budget?
- What impact has 311 taken on your department and staff?
- Are you able to perform all necessary departmental responsibilities with this budget?
- Are there any new initiatives or services your department will be providing with this budget?
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

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

DOWNTOWN LANSING, INC.

CITY OF LANSING, MICHIGAN

Cathleen Edgerly, Executive Director

112 S. Washington Square, Lansing MI 48933 | info@downtownlansing.org | (517) 487-3322

APPROPRIATION SUMMARY

	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2026 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	386,685	426,510	426,510	426,510	0.0%
Total Personnel	386,685	426,510	426,510	426,510	0.0%
Operating					
Department Operating	2,542,126	1,473,690	1,473,690	2,294,086	55.7%
Information Technology	34,910	35,000	35,000	39,404	12.6%
Total Operating	2,577,036	1,508,690	1,508,690	2,333,490	54.7%
Total Expenditures	2,963,721	1,935,200	1,935,200	2,760,000	42.6%

SUMMARY OF CHANGES

Funding for FY 2026 includes a number of ongoing grant funded expenditures investing in the City's downtown businesses.

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
265-000000-659500	TRI-COUNTY METRO FUND	FINES & FORFEITURES	REVENUE	FORFEIT FED JUSTICE TCM	-	-	-	100,000
		FINES & FORFEITURES TOTAL				50,000	50,000	220,000
265-000000-665000	TRI-COUNTY METRO FUND	INTEREST INCOME	REVENUE	INTEREST INCOME	22,727	-	-	-
265-000000-665401	TRI-COUNTY METRO FUND	INTEREST INCOME	REVENUE	INTEREST INCOME IEC	-	-	-	11,500
		INTEREST & RENT TOTAL				-	-	11,500
265-000000-679100	TRI-COUNTY METRO FUND	APPROPRIATION OF FUND BALANCE	REVENUE	FROM/(TO) FUND BALANCE	-	(200,000)	(200,000)	-
		APPROPRIATION OF FUND BALANCE TOTAL				(200,000)	(200,000)	-
		REVENUE TOTAL				250,000	250,000	646,500
265-343253-702000-17483	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	PERSONNEL	SALARIES	12,303	-	-	-
265-343253-702000-17484	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	PERSONNEL	SALARIES	21,000	-	-	-
265-343253-707000	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	PERSONNEL	TEMPORARY HELP	21,074	78,000	78,000	77,000
265-343253-715400	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	PERSONNEL	PAYROLL FRINGES	5,941	6,000	6,000	6,000
265-343253-801050	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	28,956	-	-	-
265-343253-801050-17484	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	21,000	-	-	-
265-172710-801000	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	CONTRACTUAL SERVICES	-	7,500	7,500	7,500
265-343253-742100	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	FUEL CHARGES	33	-	-	-
265-343253-851200	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	TELEPHONE	6,369	6,000	6,000	6,000
265-343253-851200-17483	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	TELEPHONE	428	-	-	-
265-343253-851201	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	DEPARTMENT COMMUNICATIONS	346	-	-	-
265-343253-956000	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	MISCELLANEOUS OPERATING	47,807	87,500	87,500	85,000
265-343253-956820	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	EVIDENCE	13,595	50,000	50,000	50,000
265-343253-960000	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	GRANTS	-	15,000	15,000	15,000
265-343253-961743-17483	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	SUB-GRANT CONTRACTUAL SERVICES	20,948	-	-	-
265-343253-961743-17484	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	SUB-GRANT CONTRACTUAL SERVICES	49,000	-	-	-
265-343253-962001	TRI-COUNTY METRO FUND	TRI-COUNTY METRO SQUAD	OPERATING	RETURN ON EQUITY	66,282	-	-	400,000
		POLICE TOTAL				250,000	250,000	646,500
		EXPENDITURE TOTAL				250,000	250,000	646,500
284-000000-685000	OPIOID SETTLEMENT FUND	OPIOID SETTLEMENT REVENUE	REVENUE	OPIOID SETTLEMENT	491,044	201,000	201,000	210,000
		OTHER REVENUE TOTAL				201,000	201,000	210,000
284-000000-679100	OPIOID SETTLEMENT FUND	APPROPRIATION OF FUND BALANCE	REVENUE	FROM/(TO) FUND BALANCE	-	-	738,674	-
		APPROPRIATION OF FUND BALANCE TOTAL				-	738,674	-
		REVENUE TOTAL				201,000	939,674	210,000
284-343240-801000	OPIOID SETTLEMENT FUND	INVESTIGATIONS AND SPECIAL OPS	OPERATING	CONTRACTUAL SERVICES	70,000	67,000	266,558	70,000
		POLICE TOTAL				67,000	266,558	70,000
284-343580-801000	OPIOID SETTLEMENT FUND	EMERGENCY SERVICES	OPERATING	CONTRACTUAL SERVICES	-	67,000	336,558	70,000
		FIRE TOTAL				67,000	336,558	70,000
284-673710-801000	OPIOID SETTLEMENT FUND	HUMAN RELATIONS & COMMUNITY SERVICES	OPERATING	CONTRACTUAL SERVICES	-	67,000	336,558	70,000
		HUMAN RELATIONS & COMMUNITY SERVICES TOTAL				67,000	336,558	70,000
		EXPENDITURE TOTAL				201,000	939,674	210,000
298-000000-451001	DOWNTOWN LANSING, INC. FUND	SPECIAL ASSESSMENTS	REVENUE	SPECIAL ASSESSMENTS	491,493	467,000	467,000	486,800
		SPECIAL ASSESSMENTS TOTAL				467,000	467,000	486,800
298-000000-579221	DOWNTOWN LANSING, INC. FUND	OTHER STATE GRANTS	REVENUE	GRANT - MI EC DEV CORP	1,131,955	1,095,000	1,095,000	-
298-000000-579221-20051	DOWNTOWN LANSING, INC. FUND	OTHER STATE GRANTS	REVENUE	GRANT - MI EC DEV CORP	560,579	-	-	1,870,000

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
298-000000-579221-20056	DOWNTOWN LANSING, INC. FUND	OTHER STATE GRANTS	REVENUE	GRANT - MI EC DEV CORP	-	-	-	25,000
298-000000-579221-20057	DOWNTOWN LANSING, INC. FUND	OTHER STATE GRANTS	REVENUE	GRANT - MI EC DEV CORP	12,500	-	-	-
		STATE GRANTS TOTAL				1,095,000	1,095,000	1,895,000
298-000000-665000	DOWNTOWN LANSING, INC. FUND	INTEREST INCOME	REVENUE	INTEREST INCOME	(12,102)	-	-	-
		INTEREST & RENT TOTAL				-	-	-
298-000000-680000	DOWNTOWN LANSING, INC. FUND	MISCELLANEOUS	REVENUE	MISCELLANEOUS REVENUE	270	1,000	1,000	1,000
298-000000-680020	DOWNTOWN LANSING, INC. FUND	MISCELLANEOUS	REVENUE	BUSINESS DEVELOPMENT	54,600	112,200	112,200	87,200
298-000000-680021	DOWNTOWN LANSING, INC. FUND	MISCELLANEOUS	REVENUE	PROMOTIONS	48,922	63,000	63,000	110,000
298-000000-680022	DOWNTOWN LANSING, INC. FUND	MISCELLANEOUS	REVENUE	ORGANIZATION	6,916	5,000	5,000	5,000
298-000000-680023	DOWNTOWN LANSING, INC. FUND	MISCELLANEOUS	REVENUE	DESIGN/BEAUTIFICATION	4,300	107,000	107,000	90,000
		OTHER REVENUE TOTAL				288,200	288,200	293,200
298-000000-699101	DOWNTOWN LANSING, INC. FUND	INTERFUND TRANSFERS IN	REVENUE	OPERATING TRANSFER - GENERAL F	328,998	85,000	85,000	85,000
		INTERFUND TRANSFERS IN TOTAL				85,000	85,000	85,000
		REVENUE TOTAL				1,935,200	1,935,200	2,760,000
298-173904-702000	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	PERSONNEL	SALARIES	364,763	400,000	400,000	400,000
298-173904-715400	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	PERSONNEL	PAYROLL FRINGES	21,922	26,510	26,510	26,510
298-173904-851000	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	UTILITIES	-	500	500	-
298-173904-851200	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	TELEPHONE	1,962	-	-	2,780
298-173904-956000	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	MISCELLANEOUS OPERATING	420,001	483,850	483,850	631,806
298-173904-956023	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	BUSINESS DEVELOPMENT	958,024	622,200	622,200	689,200
298-173904-956023-20051	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	BUSINESS DEVELOPMENT	-	-	-	740,300
298-173904-956023-20052	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	BUSINESS DEVELOPMENT	790,402	-	-	-
298-173904-956023-20056	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	BUSINESS DEVELOPMENT	25,000	-	-	25,000
298-173904-956200	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	PROMOTION	94,702	90,000	90,000	110,000
298-173904-956405	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	DESIGN	143,346	250,000	250,000	90,000
298-173904-956407	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	OPERATING	ORGANIZATION	108,688	27,140	27,140	5,000
298-173904-801720	DOWNTOWN LANSING, INC. FUND	ADMINISTRATION & PLANNING	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	34,910	35,000	35,000	39,404
		ECONOMIC DEVELOPMENT AND PLANNING TOTAL				1,935,200	1,935,200	2,760,000
		EXPENDITURE TOTAL				1,935,200	1,935,200	2,760,000
510-000000-643010	CEMETERY FUND	SALES	REVENUE	LOT SALES - MT. HOPE	2,888	-	-	5,000
510-000000-634010	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	GRAVE OPENINGS - MT. HOPE	31,833	38,000	38,000	40,000
510-000000-638020	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	GRAVE MARKERS - MT. HOPE	3,630	1,500	1,500	2,500
510-000000-638030	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	OTHER SERVICES - MT. HOPE	2,475	500	500	500
510-000000-638110	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	GRAVE OPENINGS - EVERGREEN	186,320	250,000	250,000	250,000
510-000000-638120	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	GRAVE MARKERS - EVERGREEN	14,240	15,000	15,000	17,500
510-000000-638130	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	OTHER SERVICES - EVERGREEN	3,300	10,000	10,000	10,000
510-000000-638210	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	GRAVE OPENINGS - NORTH	-	3,000	3,000	3,000
510-000000-638220	CEMETERY FUND	USE & ADMISSION FEES	REVENUE	GRAVE MARKERS - NORTH	200	-	-	-
		CHARGES FOR SERVICES TOTAL				318,000	318,000	328,500
510-000000-665000	CEMETERY FUND	INTEREST INCOME	REVENUE	INTEREST INCOME	-	10,000	10,000	10,000
		INTEREST & RENT TOTAL				10,000	10,000	10,000
510-000000-643110	CEMETERY FUND	MISCELLANEOUS	REVENUE	LOT SALES - EVERGREEN	118,076	150,000	150,000	140,000
510-000000-643301	CEMETERY FUND	MISCELLANEOUS	REVENUE	COLUMBARIA NICHES	16,000	3,000	3,000	10,000

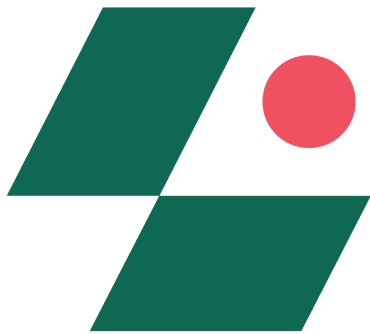
FY2025/2026 Budget Department Presentations

Downtown Lansing Inc.

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

- What is the difference with your budget from current fiscal year to the proposed budget?
- Are there any changes in services that your department is responsible for and if so why?
- Are there programs you have done in the past that you have not included in this budget?
- What impact has 311 taken on your department and staff?
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
- Are you able to perform all necessary departmental responsibilities with this budget?
- Are there any new initiatives or services your department will be providing with this budget?
- Who are the top 2 largest vendors for your department and when were they last bid?
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

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



Forging the Future in Michigan's Downtown

Where community, commerce, arts and entertainment
come together to lead the way forward for our state.

2025 EDITION

DOWNTOWN LANSING INC.

517.487.3322

downtownlansing.org

Community, commerce, arts,
and entertainment.

Welcome to Downtown Lansing.



State of DOWNTOWN

18 Blocks

73 First-floor
storefronts

1,262 Residential
units

40 Restaurants

25 Retail stores

9 New businesses
opened/
expanded

949.1k Visitors

25% Storefront
vacancy rate

Downtown Lansing Inc.— Making a Real Difference.

At Downtown Lansing Inc., we're thrilled to have you alongside us as we work to make Downtown Lansing a thriving and inclusive district where residents, business owners, volunteers, and city leaders work together and where all stakeholders feel a sense of welcome, inclusion, and opportunity in Downtown Lansing!

New developments, enhanced outdoor spaces, diverse businesses and more are bringing new energy and activity to the area, making downtown a prime destination for businesses, residents, and visitors alike!

Downtown's Goals

- Foster downtown as an energetic, dense and walkable residential neighborhood
- Nurture a vibrant, diverse and robust business district.
- Cultivate active and welcoming public spaces.
- Build sustainable funding for a sustainable organization.



TRANSFORMING LANSING'S DOWNTOWN



CULTURE: We are creating a culture where residents, business owners, volunteers, and city leaders work together to achieve common goals, championing the future of Downtown Lansing.

COMMUNITY: Working collaboratively to uplift our neighborhood because downtown is more than just a district. It's a place to start, to connect, unwind, and celebrate!

COMMERCE: DLI offers diverse tools and resources tailored to support local businesses like yours. Last year we supported 45+ local businesses with \$1.8 million in grants.

REINVESTMENT STATS 2023-2024

PRIVATE INVESTMENT
\$13,000,295
Program to date: \$122,443,532

 **20** Façade & Building Improvements
Program to date: 324

 **9** New Businesses
Program to date: 116

Community Profile

Downtown Lansing | 2024

 Population
4,296

 Households
2,251

 Median HH Income
\$51,636

 Median Age
35 years

 Housing Units
2,722

 **91%** Housing is occupied
45% Owner-occupied
46% Renter-occupied

DLI is Helping Businesses Thrive

- Tenant Improvement Grants
- Middle Village Accelerator
- Match on Main
- Sign Grant Program
- Downtown Business Huddle
- Monthly business trainings
- Sidewalk Café Furniture Grant Program
- Coordinating grand opening and anniversary celebrations
- Street construction stakeholder input sessions and support
- Monthly merchant news

“DLI’s commitment to supporting the downtown business community is beautiful. They have been incredibly helpful in getting AOTA nestled in on our 300 block corner of Washtenaw and Washington. We are truly feeling the synergy of the community here.”

—Ozay Moore, Founder/Executive Director, All of the Above Hip Hop Academy

Downtown Drive Time Markets

	5 Minutes	10 Minutes	20 Minutes
Population	20,582	119,078	339,842
Households	9,638	51,475	141,747
Median HH Income	\$44,228	\$53,408	\$64,392

In-demand Businesses

Food & Drink

Breakfast/brunch
Italian
Bakery
Ice cream/sweets

Shopping & Retail

Pharmacy
Apparel
Home goods
Special event apparel

The City We See

By creating an environment that caters to residents' daily needs and fosters community interaction, Downtown Lansing is transforming into a dynamic urban center. We're leading downtown's transformation through a smart, common-sense approach as we work collaboratively with partners to strengthen our existing assets and diversify the future landscape as we lead the way forward for our state during this time of exciting momentum and growth.

Dive into downtown's vibrant mix of music, delicious eats, cultural experiences and our riverfront located right in the heart of the city—it's all waiting for you!



VOLUNTEER SPOTLIGHT

"Being a part of DLI has afforded me the opportunity to be a part of the team that is helping to lead downtown Lansing to a new and better future."

—J.V. Anderton, DLI Board Member,
Foster Swift Collins & Smith PC



2024 Pulse of Downtown



- 55%** Visit downtown Lansing most often for dining
- 25%** Described recent trends in downtown Lansing as improving or making progress.
- 59%** Said the frequency of their visits to downtown Lansing increased or stayed the same during the past year.

Social Connection



10,975+
Facebook Followers



12,720+
Instagram Followers



15,200+
X Followers

Volunteer Connection



3,070
Volunteer hours in 2023–2024



30,742
Volunteer hours
(Program to date)

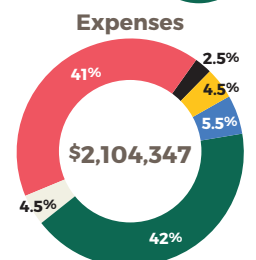
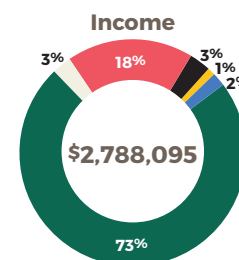


\$96,981
Volunteer value in 2023–2024



\$971,140
Volunteer value
(Program to date)

In the Numbers



- Program activities
- Grants/foundation support
- City/county support
- Business support
- Memberships/fundraising
- Personal Giving
- Promotion activities
- Design activities
- Economic vitality activities
- Organization activities
- Operations
- Other/misc.

DOWNTOWN ALIVE

Downtown Lansing
Main Street Events 2023-24

67,987

Est. event attendance

- Winterfest
- Silver Bells in the City
- Best of Lansing
- Olive Burger Festival
- Trick-or-Treat on the Square
- Downtown Farmers Market
- Seasonal Downtown Markets
- Live Music Thursdays
- Bunny Hop on the Square
- Hispanic Heritage Festival



Nine new businesses opened in 2024, diversifying the downtown experience.



Year-round events fuel passion and pride!



Over \$1.8 million in Small Business Grants uplifted downtown businesses.



Local art beautifies our community.

"At DLI we are privileged to work collaboratively with our stakeholders to set the vision and strategic plan for the future of Downtown Lansing. Let's pave the way for growth, vibrancy, and a downtown where everyone can thrive together!"

—Cathleen Edgerly, Executive Director of Downtown Lansing Inc.

Downtown Lansing's Board of Directors and Staff

President: Jen Estill

Vice President: Joshua Pugh

Treasurer: Julie Durham

Secretary: Jennifer Hinze

Member:

Nikki Thompson-Frazier

Member: Karl Dorshimer

Member: Jesse Flores

Member: Keri Tomac

STAFF

Exec. Director: Cathleen Edgerly

CD Director: Julie Reinhardt

Marketing/Brand Specialist:
Shakayla Zoss

Event/Outreach Manager:
Mario Gonzales

Office Mgr: Audrey Brayton

MICHIGAN MAIN STREET

A Network of Leaders in Grassroots Economic Development

Real Impact. | The numbers prove it!



\$49,135,925

2023-24 Total
Private Investment

\$473,749,204

Program to date



\$5,855,343

2023-24 Total
Public Investment

\$152,552,988

Program to date



30,094

2023-24
Volunteer
Hours

922,796

Program to date



136

2023-24
New
Businesses

2,033

Program to date



117

2023-24
Façade & Building
Improvements

2,934

Program to date

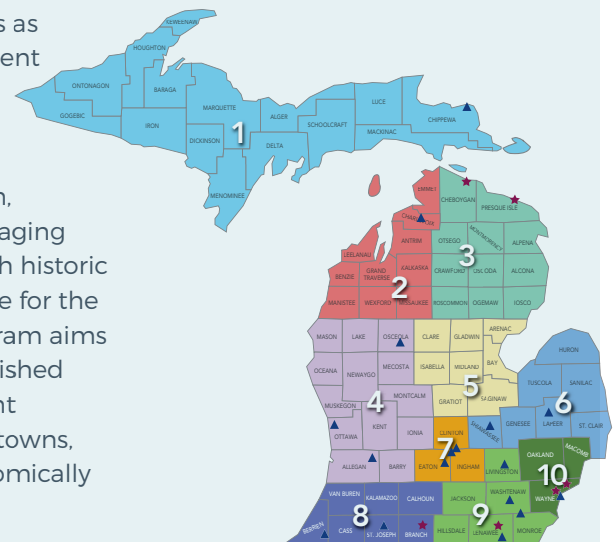


Michigan Main Street

provides technical assistance to local communities as they implement the Main Street Four-Point

Approach®, a community-driven, comprehensive strategy encouraging economic development through historic preservation in ways appropriate for the modern marketplace. The program aims to create communities distinguished by economically vital and vibrant commercial districts and downtowns, thereby making the state economically stronger and culturally diverse.

Our MMS Communities



★ Select Level

▲ Master Level



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**

www.miplace.org



Downtown Lansing Inc. is the driving force at the intersection of economic development, entrepreneurship, residential living, and community involvement in Downtown Lansing. Being the Principal Shopping District and a Master-Level Michigan Main Street community, Downtown Lansing holds a distinctive position that enables us to foster growth through a combination of strategic policy-making and grassroots involvement.

Investment. Progress. Pride.

Many thanks to Gillespie Group and Choose Lansing for their significant contributions to this development outlook.

gillespie-group.com
lansing.org

Downtown By the Numbers

75%

STOREFRONT
OCCUPANCY

91%

HOUSING
OCCUPANCY

25

RETAIL STORES

35

MEDIAN RESIDENT AGE

73

FIRST-FLOOR
STOREFRONTS

2,722

HOUSING UNITS

18

BLOCKS

\$51,636

MEDIAN HOUSEHOLD
INCOME

40

RESTAURANTS

It starts with vision — and it grows with action. Across downtown, new projects are taking shape that will transform how we live, work, and connect. This is more than development — it's momentum in motion.

And it doesn't happen alone. Building the future we see takes many hands — public and private, big thinkers and doers, all working together to shape what's next for Michigan's Downtown.

Downtown Development Outlook

\$682.8M+ in investments coming to Michigan’s Downtown in the next 36 months.

- 1

NEW LANSING CITY HALL
Projected Completion Fall 2026
Construction of brand-new modern city hall
- 2

Ovation Center for Music & Arts
Projected Completion Late 2026
Lansing’s first performing arts center
- 3

CATA Administrative Building
Projected Completion 2026
CATA’s new hub — connecting communities and expanding possibilities
- 4

Lansing Housing Commission — Riverview 220
Projected Completion 2026
First affordable mixed-use development, bringing 63 units to Downtown Lansing
- 5

Lansing Housing Commission — Grand Vista Place
Projected Completion 2026
New development bringing 55 affordable units to Downtown Lansing
- 6

NEW CITY RESCUE MISSION
Projected Phase 1 Completion 2025
Repurposed space for an upgraded shelter able to service 300 adults
- 7

MACOTTA CLUB RESTAURANTS IN KNAPP’S CENTRE
Projected Completion Winter 2026
Newly redeveloped food hall to bring 16 new food concepts to Downtown Lansing
- 8

HOTEL AT FORMER CITY HALL
Projected to Start in 2027
City Hall conversion to Hotel
- 9

WASHINGTON SQUARE APARTMENTS
Projected Completion 2026
Building conversion adding 66 housing units to Downtown Lansing
- 10

CAPITOL TOWER HOUSING
Projected Completion 2027
New construction adding 105 housing units to Downtown Lansing
- 11

TOWER ON GRAND HOUSING
Projected Completion 2027
New construction adding 287 housing units to Downtown Lansing
- 12

INGHAM BUILDING
Project Updates Coming Soon
Building conversion adding 25 housing units to Downtown Lansing
- 13

TURNER NORTH HOUSING
Projected Completion 2027
New development bringing 70 1 - 3 bedroom affordable housing units to Old Town
- 14

OLD TOWN HOUSING
Project Updates Coming Soon
New construction adding 80 housing units to Old Town
- 15

RIVERFRONT ACTIVATION & BRENKE FISH LADDER
Projected Completion 2026
Repurposed local landmark, and riverfront programming to engage the community
- 16

NEOGEN MANUFACTURING & RESEARCH FACILITY
Project Updates Coming Soon
Repurposed local landmark, and riverfront programming to engage the community
- 17

HOLY CROSS SERVICES EXPANSION
Project Currently Underway
Installation of 70 more beds to serve our community
- 18

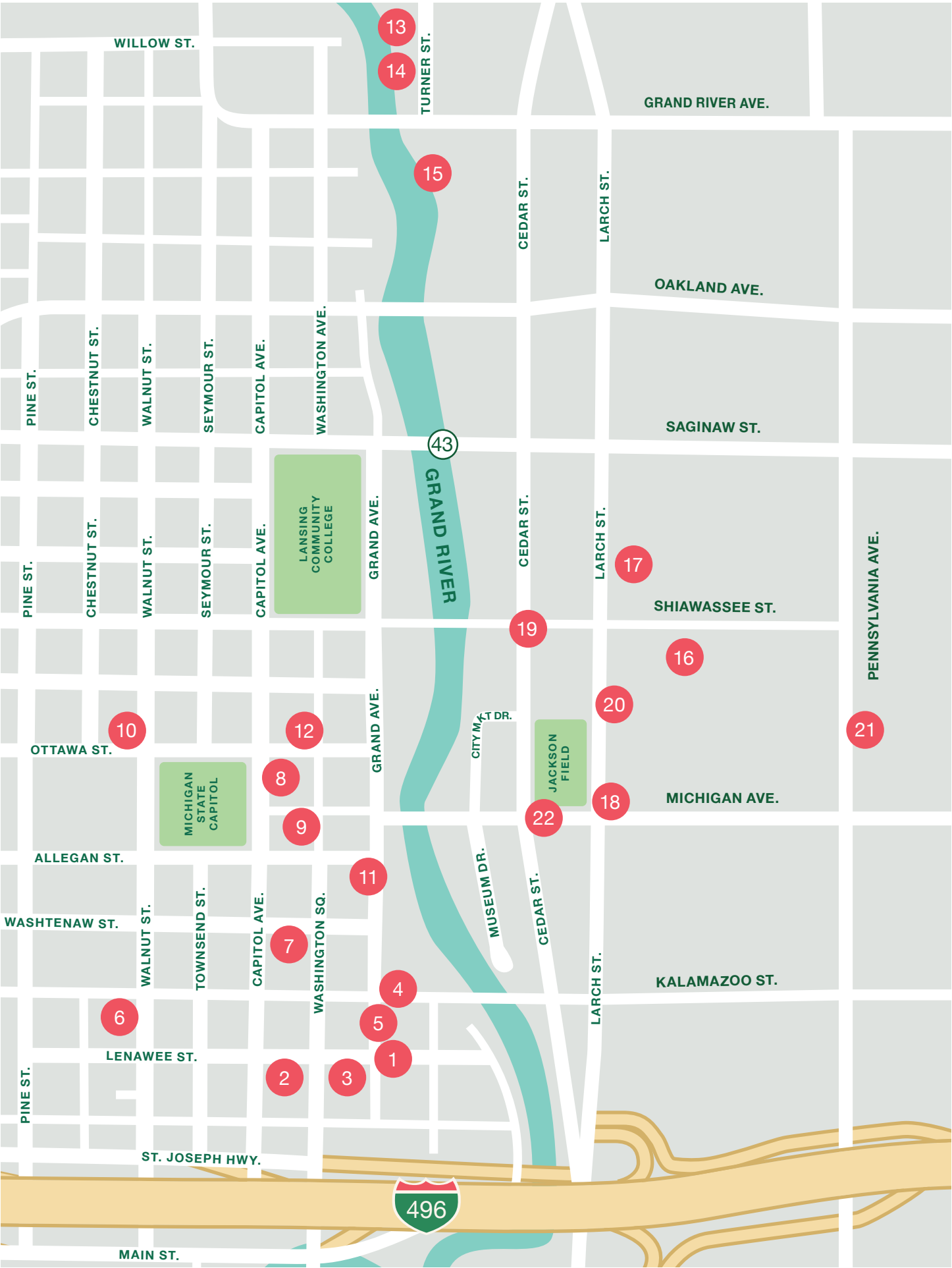
FUTURE HOUSING
Project Updates Coming Soon
Repurposing of former City Rescue Mission buildings to new multi-use urban spaces
- 19

505 SHIAWASSEE POTENTIAL RESTAURANT
Project Updates Coming Soon
New restaurant activation, and repurposed upstairs for urban apartments
- 20

ROCK CLIMBING — 300 N. LARCH
Project Updates Coming Soon
Construction of Lansing’s first rock climbing gym, and conversion of office to housing
- 21

UNIVERSITY OF MICHIGAN SPARROW REDEVELOPMENT
Project Updates Coming Soon
Repurpose of space for Behavioral Health for UM Sparrow
- 22

NOTRE DAME FEDERAL CREDIT UNION
Now Open!
First Floor of the Stadium District Building



FINANCE DEPARTMENT

CITY OF LANSING, MICHIGAN

Crystal L. Thomas, City Treasurer/Chief Financial Officer

124 W Michigan Ave, 8th Floor, Lansing MI 48933 | crystal.thomas@lansingmi.gov | (517) 483-4594

MISSION

Develop and control financial management functions for the City of Lansing, such as accounting and budgetary functions. The department manages multiple financial systems to monitor and meet financial reporting requirements and to ensure fiscal responsibility and proper uses of public monies.

FINANCE DEPARTMENT

CITY OF LANSING, MICHIGAN

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PROGRAMS AND SERVICES

General Accounting	This includes all accounting of financial transactions for the city.
Audit	This includes the ACFR for the entire city and component units.
Budget	Assist in presenting an annual budget and amendments to City Council.
Financial Reporting	Monitoring and reporting of financial operations for internal and external audiences.
Purchasing	Oversight and administration of City purchases and contracts.
Payroll	Determines payroll tax liability in accordance with IRS, State and City regulations. Prepares and files payroll and accounts payable reports and filings to the IRS and other agencies, including but not limited to W-2's, 1099-R's, 1099-MISC, 941 and 945 reports.
Financial Studies	The finance department is responsible for contracting out some financial services.

FINANCE DEPARTMENT

CITY OF LANSING, MICHIGAN

Crystal L. Thomas, City Treasurer/Chief Financial Officer

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APPROPRIATION SUMMARY

	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2026 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,053,599	1,179,714	1,179,714	1,372,346	16.3%
Retirement/Fixed Benefits	659,063	398,392	398,392	536,154	34.6%
Total Personnel	1,712,662	1,578,106	1,578,106	1,908,500	20.9%
Operating					
Department Operating	395,006	363,000	363,000	364,000	0.3%
City 311 Support	47,069	3,553	3,553	4,753	33.8%
Employee Parking	-	19,500	19,500	16,400	-15.9%
Information Technology	93,977	109,083	109,083	143,431	31.5%
Insurance & Bonds	15,417	37,318	37,318	38,064	2.0%
Total Operating	551,469	532,454	532,454	566,648	6.4%
Total Expenditures	2,264,131	2,110,560	2,110,560	2,475,148	17.3%

SUMMARY OF CHANGES

The budget for Finance incorporates a number of position reclassifications occurring in FY 2025 resulting in increased personnel costs but is otherwise status quo in operations.

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
101-172310-702000	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	PERSONNEL	SALARIES	382,442	442,356	442,356	445,339
101-172310-712000	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	PERSONNEL	LONGEVITY	2,800	2,800	2,800	2,000
101-172310-715400	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	PERSONNEL	PAYROLL FRINGES	78,768	101,872	101,872	98,154
101-172310-715300	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	128,472	104,494	104,494	118,523
101-172310-742100	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	OPERATING	FUEL CHARGES	1,911	1,000	1,000	1,200
101-172310-851200	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	OPERATING	TELEPHONE	2,255	2,000	2,000	2,000
101-172310-956000	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	OPERATING	MISCELLANEOUS OPERATING	142	1,000	1,000	1,000
101-172310-977000	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	OPERATING	EQUIPMENT	1,462	-	-	-
101-172310-715100	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	EMPLOYEE PARKING	PARKING SUBSIDY	-	-	14,008	13,500
101-172310-801720	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	66,068	52,999	52,999	70,927
101-172310-941200	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	CITY EQUIPMENT RENTAL	CITY EQUIPMENT RENTAL (CHARGE)	7,500	7,100	7,100	6,736
101-172310-958000	GENERAL FUND	OFFICE OF COMMUNITY MEDIA	INSURANCE & BONDS	INSURANCE & BONDS	1,541	11,910	11,910	12,148
OFFICE OF COMMUNITY MEDIA TOTAL						727,531	741,539	771,527
101-172710-702000	GENERAL FUND	FINANCE OPERATIONS	PERSONNEL	SALARIES	695,584	847,763	847,763	991,255
101-172710-707000	GENERAL FUND	FINANCE OPERATIONS	PERSONNEL	TEMPORARY HELP	48,589	38,000	38,000	38,000
101-172710-708000	GENERAL FUND	FINANCE OPERATIONS	PERSONNEL	OVERTIME - SALARY	18,276	10,000	10,000	10,000
101-172710-712000	GENERAL FUND	FINANCE OPERATIONS	PERSONNEL	LONGEVITY	1,000	1,900	1,900	3,900
101-172710-715400	GENERAL FUND	FINANCE OPERATIONS	PERSONNEL	PAYROLL FRINGES	174,887	230,551	230,551	277,691
101-172710-801050	GENERAL FUND	FINANCE OPERATIONS	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	115,261	51,500	51,500	51,500
101-172710-715300	GENERAL FUND	FINANCE OPERATIONS	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	659,063	398,392	398,392	536,154
101-172710-801000	GENERAL FUND	FINANCE OPERATIONS	OPERATING	CONTRACTUAL SERVICES	160,293	77,500	77,500	77,500
101-172710-801200	GENERAL FUND	FINANCE OPERATIONS	OPERATING	AUDIT FEES	141,757	140,000	140,000	150,000
101-172710-851110	GENERAL FUND	FINANCE OPERATIONS	OPERATING	UTILITIES - CITY HALL	36,408	54,000	54,000	45,000
101-172710-851200	GENERAL FUND	FINANCE OPERATIONS	OPERATING	TELEPHONE	5,256	1,500	1,500	1,500
101-172710-956000	GENERAL FUND	FINANCE OPERATIONS	OPERATING	MISCELLANEOUS OPERATING	42,373	80,000	80,000	80,000
101-172710-956024	GENERAL FUND	FINANCE OPERATIONS	OPERATING	MSU SAVE - EXP	3,866	-	-	-
101-172710-956810	GENERAL FUND	FINANCE OPERATIONS	OPERATING	DUES & SUBSCRIPTIONS	3,767	5,000	5,000	5,000
101-172710-957000	GENERAL FUND	FINANCE OPERATIONS	OPERATING	TRAINING	1,287	5,000	5,000	5,000
101-172710-801311	GENERAL FUND	FINANCE OPERATIONS	CITY 311 SUPPORT	CITY 311 SERVICES ALLOC	47,069	3,553	3,553	4,753
101-172710-715100	GENERAL FUND	FINANCE OPERATIONS	EMPLOYEE PARKING	PARKING SUBSIDY	-	19,500	19,500	16,400
101-172710-801720	GENERAL FUND	FINANCE OPERATIONS	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	93,977	109,083	109,083	143,431
101-172710-958000	GENERAL FUND	FINANCE OPERATIONS	INSURANCE & BONDS	INSURANCE & BONDS	15,417	37,318	37,318	38,064
FINANCE OPERATIONS TOTAL						2,110,560	2,110,560	2,475,148
101-172400-702000	GENERAL FUND	CITY CLERK'S OFFICE	PERSONNEL	SALARIES	454,850	465,587	465,587	505,824
101-172400-706400	GENERAL FUND	CITY CLERK'S OFFICE	PERSONNEL	WAGES - ELECTION INSPECTOR	97,476	250,000	250,000	150,000
101-172400-707000	GENERAL FUND	CITY CLERK'S OFFICE	PERSONNEL	TEMPORARY HELP	43,435	90,000	90,000	60,000
101-172400-708000	GENERAL FUND	CITY CLERK'S OFFICE	PERSONNEL	OVERTIME - SALARY	28,902	30,000	30,000	30,000
101-172400-712000	GENERAL FUND	CITY CLERK'S OFFICE	PERSONNEL	LONGEVITY	2,400	3,800	3,800	3,800
101-172400-715400	GENERAL FUND	CITY CLERK'S OFFICE	PERSONNEL	PAYROLL FRINGES	118,633	122,362	122,362	163,741
101-172400-715300	GENERAL FUND	CITY CLERK'S OFFICE	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	256,120	190,502	190,502	209,194
101-172400-801000	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	CONTRACTUAL SERVICES	-	57,000	57,000	57,000
101-172400-851110	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	UTILITIES - CITY HALL	22,755	29,500	29,500	29,500
101-172400-851200	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	TELEPHONE	8,658	7,000	7,000	7,000
101-172400-941100	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	BUILDING RENTAL	34,468	70,144	70,144	29,600

FY2025/2026 Budget Department Presentations
Finance/Treasury

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- Are there any major equipment purchases proposed in your budget?
- What impact has 311 taken on your department and staff? If 311 answers your calls, do you intend to eliminate staffing because of lower work load in this proposed budget.
- Are there any eliminated, combining of or contracting of positions in your budget, and if so provide specifics.
- How many employees have left your department in the past year? How many were due to retirement?
- How many employees still working hybrid. And Why. Are the hours of treasury still 8:30 -4? If so why? What is the financial benefit to hybrid and shortened hours. It is still your intent to keep those hours and hybrid when moving to new city hall when you will share space with other departments that work from 8-5.
- What (if any) operational changes have you made to become more efficient in your department? What were the savings?
- Are you able to perform all necessary departmental responsibilities with this budget?
- Why are credit card statements not balanced to the general ledger on a monthly basis. Why are they always 3-5 months behind. How was an accurate budget created without current charges balanced against the budgets?
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- Are there any new initiatives or services your department will be providing with this budget?
- Who are the top 2 largest vendors for your department and when were they last bid?
- Have you budgeted for receipt of federal grant funds? If you have, and the federal funds get pulled back, will you still be able to continue the service those funds would be used for, or purchase the item you intended to purchase with federal grant funds, or cover the staff that that the grant was supplementing?
- What impact has the new BSA had on your department, and what issues have you run into. Have your employees had issues with BSA payroll.

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TREASURY AND INCOME TAX DEPARTMENT

CITY OF LANSING, MICHIGAN

Crystal L. Thomas, City Treasurer/Chief Financial Officer

124 W Michigan Ave, 1st Floor, Lansing MI 48933 | crystal.thomas@lansingmi.gov | (517) 483-4211

MISSION

Provide customer service-oriented property and income tax programs; collect revenue for the City and help manage the City's cash flow.

PROGRAMS AND SERVICES

State Tape Compliance	Compliance program utilizing State of Michigan tax return filing data as it pertains to Lansing resident returns.
Property Tax Administration	Maintain database for real and personal property taxes; send property tax notices to taxpayers; distribute property tax collections to taxing jurisdictions, and collection of delinquent personal property taxes.
Income Tax Administration	Collection of all individual income tax within the City of Lansing.
Cash Receipting	Accept and process all payments and payment types made by customers, both internal and external.

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APPROPRIATION SUMMARY

	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Amended Budget	FY 2026 Proposed Budget	Percent Change
<u>Department Appropriation</u>					
Personnel					
Active Personnel	1,226,457	1,426,570	1,426,570	1,480,558	3.8%
Retirement/Fixed Benefits	550,256	570,742	570,742	598,468	4.9%
Total Personnel	1,776,713	1,997,312	1,997,312	2,079,026	4.1%
Operating					
Department Operating	253,963	263,000	263,000	263,000	0.0%
City 311 Support	36,560	363,370	363,370	436,701	20.2%
Employee Parking	-	21,000	21,000	22,400	6.7%
Information Technology	237,481	222,954	222,954	255,706	14.7%
Insurance & Bonds	7,548	30,164	30,164	30,767	2.0%
Total Operating	535,552	900,488	900,488	1,008,574	12.0%
Total Expenditures	2,312,265	2,897,800	2,897,800	3,087,600	6.5%

SUMMARY OF CHANGES

FY 2026 incorporates the cost of several position reclasses and reorganization over the past year, and is otherwise status quo.

FY 2026 Proposed City of Lansing Budget Line Items

GL NUMBER	FUND DESC	DIV DESC	DETAIL DESC	Description	FY 2024 Actual	FY 2025 Adopted	FY 2025 Amended	FY 2026 Proposed
101-172400-956000	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	MISCELLANEOUS OPERATING	221,019	200,000	200,000	175,000
101-172400-956010	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	REIMBURSED ELECTIONS	196,993	120,000	120,000	75,000
101-172400-956200	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	PROMOTION	8,523	5,000	5,000	15,000
101-172400-956500	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	ADVERTISING/PUBLISHING	8,094	20,000	20,000	20,000
101-172400-960019	GENERAL FUND	CITY CLERK'S OFFICE	OPERATING	CHARTER COMMISSION	473	-	-	-
101-172400-801311	GENERAL FUND	CITY CLERK'S OFFICE	CITY 311 SUPPORT	CITY 311 SERVICES ALLOC	31,338	175,753	175,753	131,490
101-172400-715100	GENERAL FUND	CITY CLERK'S OFFICE	EMPLOYEE PARKING	PARKING SUBSIDY	-	6,000	6,000	13,500
101-172400-801720	GENERAL FUND	CITY CLERK'S OFFICE	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	103,183	85,030	85,030	111,831
101-172400-958000	GENERAL FUND	CITY CLERK'S OFFICE	INSURANCE & BONDS	INSURANCE & BONDS	6,313	26,383	26,383	26,911
CITY CLERK'S OFFICE TOTAL						1,954,061	1,954,061	1,814,391
101-112120-702000	GENERAL FUND	INTERNAL AUDIT	PERSONNEL	SALARIES	93,050	120,462	120,462	131,830
101-112120-707000	GENERAL FUND	INTERNAL AUDIT	PERSONNEL	TEMPORARY HELP	7,567	-	-	-
101-112120-715400	GENERAL FUND	INTERNAL AUDIT	PERSONNEL	PAYROLL FRINGES	21,816	21,663	21,663	36,144
101-112120-715300	GENERAL FUND	INTERNAL AUDIT	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	70,904	53,067	53,067	70,478
101-112120-851200	GENERAL FUND	INTERNAL AUDIT	OPERATING	TELEPHONE	273	500	500	500
101-112120-956000	GENERAL FUND	INTERNAL AUDIT	OPERATING	MISCELLANEOUS OPERATING	-	500	500	500
101-112120-801720	GENERAL FUND	INTERNAL AUDIT	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	6,977	5,889	5,889	7,881
101-112120-958000	GENERAL FUND	INTERNAL AUDIT	INSURANCE & BONDS	INSURANCE & BONDS	1,648	1,270	1,270	1,295
INTERNAL AUDIT TOTAL						203,351	203,351	248,628
101-172730-702000	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	SALARIES	858,487	1,069,081	1,069,081	1,098,942
101-172730-706400	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	WAGES - ELECTION INSPECTOR	383	-	-	-
101-172730-707000	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	TEMPORARY HELP	13,982	10,000	10,000	10,000
101-172730-708000	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	OVERTIME - SALARY	13,081	-	-	-
101-172730-712000	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	LONGEVITY	6,000	8,500	8,500	7,500
101-172730-715400	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	PAYROLL FRINGES	249,435	338,989	338,989	364,116
101-172730-801050	GENERAL FUND	TREASURY/INCOME TAX	PERSONNEL	TEMPORARY HELP-CONTRACTUAL	85,089	-	-	-
101-172730-715300	GENERAL FUND	TREASURY/INCOME TAX	RETIREMENT/FIXED BENEFITS	RETIREMENT/CITY FRINGES	550,256	570,742	570,742	598,468
101-172730-801000	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	CONTRACTUAL SERVICES	26,395	50,000	50,000	50,000
101-172730-851110	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	UTILITIES - CITY HALL	22,755	32,000	32,000	32,000
101-172730-851200	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	TELEPHONE	7,313	5,000	5,000	5,000
101-172730-930400	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	UNSCHEDULED MAINTENANCE	(23)	-	-	-
101-172730-956000	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	MISCELLANEOUS OPERATING	72,300	75,000	75,000	75,000
101-172730-956100	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	POSTAGE	80,591	65,000	65,000	65,000
101-172730-956401	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	PRINTING & FORMS	39,692	30,000	30,000	30,000
101-172730-957000	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	TRAINING	4,137	6,000	6,000	6,000
101-172730-957003	GENERAL FUND	TREASURY/INCOME TAX	OPERATING	EDUC. & TRAINING - TREASURY/IN	803	-	-	-
101-172730-801311	GENERAL FUND	TREASURY/INCOME TAX	CITY 311 SUPPORT	CITY 311 SERVICES ALLOC	36,560	363,370	363,370	436,701
101-172730-715100	GENERAL FUND	TREASURY/INCOME TAX	EMPLOYEE PARKING	PARKING SUBSIDY	-	21,000	21,000	22,400
101-172730-801720	GENERAL FUND	TREASURY/INCOME TAX	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY ALLOC	237,481	222,954	222,954	255,706
101-172730-958000	GENERAL FUND	TREASURY/INCOME TAX	INSURANCE & BONDS	INSURANCE & BONDS	7,548	30,164	30,164	30,767
TREASURY/INCOME TAX TOTAL						2,897,800	2,897,800	3,087,600
101-172720-702000	GENERAL FUND	ASSESSING	PERSONNEL	SALARIES	519,348	773,542	773,542	837,713
101-172720-706300	GENERAL FUND	ASSESSING	PERSONNEL	WAGES - BOARD OF REVIEW	2,490	3,000	3,000	3,000
101-172720-707000	GENERAL FUND	ASSESSING	PERSONNEL	TEMPORARY HELP	127,891	90,000	90,000	75,000

FY2025/2026 Budget Department Presentations
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Budget Questions on Floor during Department Presentations

4/7/2025



- How are the trash and yard waste fees determined. **Inflationary increases year to year to meet increases in costs.**
- Status of reporting from the FY2024/2025 budget policies that were not submitted. **Submitted to the Internal Auditor 4/15. Council staff forwarded to Council 4/17/2025. Contract reporting item still pending. We can confirm, and otherwise provide, read-access to the Internal Auditor to view approved contracts in Laserfiche to fulfill inquiries related to the Contracts reporting item.**
- Breakdown on IT charges for each department. (asked again 4/21) **see FY 26 IT Allocation attached.**
- Breakdown on what the \$550,000 increase in the software line is for the IT budget and breakdown on what is allocated in all departments for each department and why.
 - **30% (163k) due to increases in department specific software; 70% (\$388k) due to general cost increases.**
 - **See FY26 IT Direct Charges attached for breakdown of allocated costs**
- Detailed breakdown on the Ovation and what the contingencies are. **See Ovation Sources and Uses attached:**
- Regarding NACE; decrease in fringe benefits; requested details on Mr. Brower calculations.
 - **Workers comp and miscellaneous benefits: calculated on a per-capita basis**
 - **Retiree Pension/OPEB Cost: allocated as a percentage of salary by retirement group**
 - **OFE moved from NACE to ED&P mid-FY 2025**
- Total number of departments for 311. **See FY26 311 Allocation attached**
- Parking line item for all departments. Number of employees and cost for each department. **See FY26 Parking estimate for budgeted amounts: these are being audited internally with an update to be provided to Council prior to budget adoption, but may vary depending on number of active employees at any particular point in time.**
- List of staffing shortages in Public Service **See HR's Quarterly Vacancy Report**
- Sustainability reporting from Public Service.
 - Publicly available at City Sustainability Page:**
[Sustainability | Lansing, MI - Official Website](#)
- Quantified number on realized savings and projected savings in waste reduction from Public Service. **Public Service anticipates a report on savings from building controls, new HVAC units, and other improvements being completed in the next few months. They have also implemented a software platform on City CART trucks that will allow for optimized routes, but this will take time for establishing a baseline and then optimizing routes to realize savings. Other realized savings can be roughly estimated but may take time to compile.**
- Key metrics on what sustainability division is working on.
 - See Climate Action Plan at City Sustainability Page:**
[Sustainability | Lansing, MI - Official Website](#)
 - Grant Activities include:**
 - **\$5M Forestry Grant**
 - **\$8M EV Charging Grant**
 - **Various small to mid-sized grants**
 - Public Service support and activities**

*Submitted m+8
@ m+4801*

- Coordinating with i-Team on sustainability initiatives
- Coordination with Public Service Departments on waste reduction and green initiatives
- Advising various departments and public on best practices in sustainability

FY 26 311 Allocation: Calls (Parent - Child Cases for Active Departments)

Row Labels	Net Calls	Allocation	Account	Description	FY26 Budget
101-172250	77.00	3,519	101-172250-801311	NEIGHBORHOODS, ARTS, AND CITIZEN ENGAGEMENT	3,519
101-172300	212.00	9,689	101-172300-801311	MAYOR'S OFFICE	9,689
101-172320	13.00	594	101-172320-801311	OFFICE OF FINANCIAL EMPOWERMENT	594
101-172400	2,877.00	131,490	101-172400-801311	CITY CLERK'S OFFICE	131,490
101-172601	240.00	10,969	101-172601-801311	ADMINISTRATION & PLANNING	10,969
101-172610	710.00	32,450	101-172610-801311	BUILDING AND CODE	32,450
101-172710	104.00	4,753	101-172710-801311	FINANCE OPERATIONS	4,753
101-172730	9,555.00	436,701	101-172730-801311	TREASURY/INCOME TAX	436,701
101-453603	355.00	16,225	101-453603-801311	ADMIN AND ENGINEERING	16,225
101-672500	1,557.00	71,161	101-672500-801311	HUMAN RELATIONS & COMMUNITY SERVICES	71,161
101-783810	451.00	20,612	101-783810-801311	ADMINISTRATION	20,612
202-453634	389.00	17,779	202-453634-801311	ADMIN AND ENGINEERING	17,779
249-172610	408.00	18,647	249-172610-801311	BUILDING AND CODE	18,647
514-453640	175.00	7,998	514-453640-801311	ADMINISTRATION	7,998
590-453670	310.00	14,168	590-453670-801311	SYSTEM ADMINISTRATION	14,168
596-453622	2,650.00	121,115	596-453622-801311	REFUSE DISPOSAL	121,115
597-453685	593.00	27,102	597-453685-801311	RECYCLING OPERATIONS	17,061
645-453603	1,204.00	55,028	597-453686-801311	COMPOSTING	10,041
			645-453603-801311	ADMIN AND ENGINEERING	55,028
					1,000,000

Account	Department	Permits/Vehicles	Estimated	FY26 Budget
101 112101 715100	CITY COUNCIL	1	1,476	1,500
101-172300-715100	MAYOR	6	8,856	9,000
101-172310-715100	MEDIA	9	13,284	13,500
101-172320-715100	OFE	1	1,476	1,500
101-172400-715100	CITY CLERK	9	13,284	13,500
101-172601-715100	EDP ADMIN	3	4,428	4,500
101-172610-715100	CODE COMPLIANCE	31	45,756	46,300
101-172620-715100	PLANNING	5	7,380	7,500
101-172710-715100	FINANCE	11	16,236	16,400
101-172720-715100	ASSESSORS	8	11,808	12,000
101-172730-715100	TREASURERS	15	22,140	22,400
101-172800-715100	HUMAN RESOURCES	17	25,092	25,400
101-172900-715100	CITY ATTORNEY	18	26,568	26,900
101-173140-715100	MGS	13	18,708	18,900
101-343201-715100	LPD	51	77,484	78,300
101-672500-715100	HUMAN RELATIONS	19	27,972	28,300
249-172610-715100	BLDG SAFETY	27	39,852	40,300
252-932663-741840-05924	DEVELOPMENT	8	11,808	12,000
514-453641-715100	PKG SERV OFFICE	33	51,372	51,900
601-172260-741000	CALL CENTER	6	8,856	9,000
630-173130-715100	IT	15	22,776	23,100
645-453603-715100	PUBLIC SERVICE	34	50,100	50,700
710-132201-715100	DISTRICT COURT	32	47,160	47,700

FY 2026 IT ALLOCATION

Description	GL Number	FY26 Proposed	Computers	Employees	Direct Charges
City Council	101-112101-801720	88,189.00	10	10	6,000.00
Internal Audit	101-112120-801720	7,881.00	1	1	-
Neighborhoods & Citizen Eng.	101-172250-801720	39,523.00	3	3	8,000.00
Mayor	101-172300-801720	101,093.00	17	13	-
Community Media	101-172310-801720	70,927.00	9	9	-
Financial Empowerment	101-172320-801720	63,046.00	9	8	-
City Clerk	101-172400-801720	111,831.00	13	19	6,000.00
Economic Development & Planning	101-172601-801720	168,793.00	16	13	-
Code Compliance	101-172610-801720	183,634.00	21	18	-
Finance	101-172710-801720	143,431.00	17	14	15,000.00
Assessors	101-172720-801720	93,353.00	15	13	3,000.00
Treasury & Income Tax	101-172730-801720	255,706.00	18	18	126,133.00
Human Resources	101-172800-801720	145,702.00	22	18	-
City Attorney	101-172900-801720	131,475.00	21	18	5,800.00
Police	101-343201-801720	3,196,135.00	335	251	1,181,715.00
	207-343201-801720	97,500.00			
Fire	101-343501-801720	1,330,428.00	140	193	147,748.00
Human Relations & Comm. Services	101-672500-801720	106,418.00	15	14	8,000.00
Parks & Recreation	101-783810-801720	196,538.00	27	22	12,600.00
Public Service Property Management	101-173140-801720	119,384.00	16	15	9,410.00
Building Safety	249-172610-801720	174,229.00	16	13	36,000.00
Downtown Lansing Inc.	298-173904-801720	39,404.00	6	6	-
Parking	514-453640-801720	136,277.00	11	18	10,000.00
Public Service WWTP	590-453670-801720	195,323.00	13	14	256,640.00
311	601-172260-801720	155,931.00	7	7	125,000.00
Fleet	661-453623-801720	176,356.00	21	18	62,966.00
54-A District Court	710-132201-801720	489,696.00	71	48	-
Public Service O&M		Distributed	33	85	87,256.00
Public Service Engineering/Administration		Distributed	28	27	19,704.00
Engineering GF	101-453603-801720	58,440.00			
Act 51 Major	202-453634-801720	162,465.00			
Act 51 Local	203-453634-801720	159,349.00			
Refuse	596-453622-801720	68,571.00			
Recycling	597-453685-801720	63,116.00			
Composting	597-453686-801720	13,246.00			
Engineering ISF	645-453603-801720	306,610.00			

FY26 IT Direct Charges and Changes

Dept.	FY25	FY26	Change	Explanation of Charge/Increase
Building Safety	36,000	36,000	-	Eplan Software
City Assessor	3,000	3,000	-	Apex Assessing
Fire	126,948	147,748	20,800	ESO Snowflake
Parks	12,600	12,600	-	RecTrac
				AXON migration \$27,700, Core Tech increase \$3,000, Added Lexis Nexus Digital Stakeout \$29,000, Street Smart increase \$3,000, PowerDMS increase \$2,500, Netmotion increase \$500, State of Michigan increase \$500, Cellebrite increase for hardware upgrades \$13,900, Amped increase \$500, Callyo increase \$2,000, CrimeView Analytics increase \$7,500 Covert Track adding \$1,200, Lefta training increase \$500
Police	1,089,915	1,181,715	91,800	
				Cityworks software increase
Public Service - Admin	19,064	19,704	640	
Public Service - O&M	84,420	87,256	2,836	Cityworks software increase
Public Service - Waste Water	24,830	25,664	834	Cityworks software increase
Public Service - Property Management	9,104	9,410	306	Cityworks software increase
Public Service - Fleet	17,382	62,966	45,584	Cityworks software increase (Fleet Asset and Inventory Management)
Public Service - Fleet	15,000	15,000	-	Time tracking software
Treasury	126,133	126,133	-	Insource Solutions, City Tax
Clerk	6,000	6,000	-	Civic Clerk
City Council	6,000	6,000	-	Civic Clerk
HRCS	8,000	8,000	-	Wizehive
Neighborhoods, Arts, and Citizen Engagem	8,000	8,000	-	Wizehive
311	125,000	125,000	-	Dewpoint, Five9 and Microsoft Dynamics
Parking	10,000	10,000	-	Indigovision
OCA	5,800	5,800	-	Karpel Prosecution software

Boak, Sherrie

From: Brower, Jake
Sent: Monday, May 5, 2025 4:44 PM
To: Brown, Jeffrey; Carter, Tamera; Garza, Jeremy; Hussain, Adam; Jackson, Brian T.; Kost, Ryan; Pehlivanoglu, Trini; Spadafore, Peter
Cc: Jorae, Brad D.; Boak, Sherrie; Sturdivant, Brian; Lawrence, Mark
Subject: Fire Department - FY24 Follow Up

Good afternoon,

A question came up during the April 21 Committee of the Whole related to a budget-to-actual comparison in the Fire Department's 2024 Annual Report asking why the Department did not spend approximately \$650,000 of its \$43 million budget in FY 2024.

The response described this amount as having been given back to the General Fund, which is a common expression for how unspent appropriations result in a higher starting fund balance for the next fiscal year. Chief Sturdivant also highlighted internal efficiencies the Fire Department has sought to make sure that funding goes as far as possible and to show skin in the game when requesting additional resources from the administration and City Council.

This amount does not represent funding that was held back from any individual purpose but is rather a 1.5% variance between budget and final expenditures across personnel, operating, and non-discretionary accounts.

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

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

WHEREAS, the City of Lansing and Teamsters Local 214 have negotiated additional provisions to the collective bargaining agreement (the "CBA") for the period covering January 1st 2025 through December 31st 2029, which is summarized in the Tentative Agreement Document approved by the parties ("Tentative Agreement") and which contains the changes to the prior CBA; and

WHEREAS, the Union membership ratified this agreement on April 24th 2025, and

WHEREAS, the Mayor recommends the CBA, as summarized in the Tentative Agreement, be approved.

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby ratifies the Tentative Agreement of the parties for the CBA between the City of Lansing and the Union, Teamsters Local 214 for the period covering January 1st 2025 through December 31st 2029.

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

WHEREAS, the mayor recommends the reappointments to various Boards as stated below:

Arts and Culture Commission:

Morgan Butts as an At-Large Member for a term to expire June 30, 2029;
Stephanie Palagyi as an At-Large Member for a term to expire June 30, 2029;

Board of Fire Commissioners:

Barbara Lawrence as the 1st Ward Member for a term to expire June 30, 2029;
Stephen Purchase as an At-Large Member for a term to expire June 30, 2029;

Board of Public Service:

Nancy Mahlow as the 1st Ward Member for a term to expire June 30, 2029;

Board of Review:

Eric Schertzing as an At-Large Member for a term to expire June 30, 2028;

Board of Water & Light:

Semone James as the 1st Ward Member for a term to expire June 30, 2029;

Board of Zoning Appeals:

Christopher Iannuzzi as an At-Large Member for a term to expire June 30, 2028;
Marcie Alling as an At-Large Member for a term to expire June 30, 2028;
Mitch Rice as an At-Large Member for a term to expire June 30, 2028;

Diversity, Equity, and Inclusion Advisory Board:

Terrence L. Frazier as the 1st Ward Member with a term to expire June 30, 2029;

Downtown Lansing, Inc. Board:

Jennifer Hinze as a Business Representative Member for a term to expire June 30, 2029;
Jennifer Estill a Business Representative Member for a term to expire June 30, 2029;

Elected Officers Compensation Commission:

Jeff McAlvey as an At-Large Member for a term to expire October 1, 2032;

Human Relations and Community Services:

Glenn Lopez as the 1st Ward Member for a term to expire June 30, 2029;

Lansing Public Media Authority:

Michael "Melik" Brown as a Member for a term to expire June 30, 2028;
Jena McShane as a Member for a term to expire June 30, 2027;

Local Development Finance Authority Board:

David Washburn as a Member for a term to expire June 30, 2029;

Planning Commission:

Ted O'Dell as an At-Large Member for a term to expire June 30, 2029;

Police and Fire Retirement System of Trustees:

Terri Taylor as a Citizen Member for a term to expire June 30, 2030;

Saginaw St. Corridor Improvement Authority Board of Directors:

Laura Stoken as a Resident Member for a term to expire June 30, 2029;

South Martin Luther King Jr. Boulevard Corridor Improvement Authority Board of Directors:

Amanda Defrees as an Ownership or Business Interest Member for a term to expire July 31, 2029;

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

WHEREAS, the Committee of the Whole met on May 5, 2025 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointments to various Boards as stated below:

Arts and Culture Commission:

Morgan Butts as an At-Large Member for a term to expire June 30, 2029;

Stephanie Palagyi as an At-Large Member for a term to expire June 30, 2029;

Board of Fire Commissioners:

Barbara Lawrence as the 1st Ward Member for a term to expire June 30, 2029;

Stephen Purchase as an At-Large Member for a term to expire June 30, 2029;

Board of Public Service:

Nancy Mahlow as the 1st Ward Member for a term to expire June 30, 2029;

Board of Review:

Eric Schertzing as an At-Large Member for a term to expire June 30, 2028;

Board of Water & Light:

Semone James as the 1st Ward Member for a term to expire June 30, 2029;

Board of Zoning Appeals:

Christopher Iannuzzi as an At-Large Member for a term to expire June 30, 2028;

Marcie Alling as an At-Large Member for a term to expire June 30, 2028;

Mitch Rice as an At-Large Member for a term to expire June 30, 2028;

Diversity, Equity, and Inclusion Advisory Board:

Terrence L. Frazier as the 1st Ward Member with a term to expire June 30, 2029;

Downtown Lansing, Inc. Board:

Jennifer Hinze as a Business Representative Member for a term to expire June 30, 2029;

Jennifer Estill a Business Representative Member for a term to expire June 30, 2029;

Elected Officers Compensation Commission:

Jeff McAlvey as an At-Large Member for a term to expire October 1, 2032;

Human Relations and Community Services:

Glenn Lopez as the 1st Ward Member for a term to expire June 30, 2029;

Lansing Public Media Authority:

Michael “Melik” Brown as a Member for a term to expire June 30, 2028;

Jenna McShane as a Member for a term to expire June 30, 2027;

Local Development Finance Authority Board:

David Washburn as a Member for a term to expire June 30, 2029;

Planning Commission:

Ted O’Dell as an At-Large Member for a term to expire June 30, 2029;

Police and Fire Retirement System of Trustees:

Terri Taylor as a Citizen Member for a term to expire June 30, 2030;

Saginaw St. Corridor Improvement Authority Board of Directors:

Laura Stoken as a Resident Member for a term to expire June 30, 2029;

South Martin Luther King Jr. Boulevard Corridor Improvement Authority Board of Directors:

Amanda Defrees as an Ownership or Business Interest Member for a term to expire July 31, 2029.

Application for Appointment to Board or Commission

05/30/2023 10:29 PM (EDT)



Application for Appointment to Board or Commission

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

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

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

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

Date	05/31/2023
First Name	Morgan
Last Name	Butts
Date of Birth	
Address	1707 Clifton Ave.
City	Lansing
State	MI
Zip Code	48910
Email	buttsmor@msu.edu
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 2
Best Phone Number to Contact You	

In what year did you move to Lansing? 2016

Occupational Background I have worked in arts, culture, and education communications roles since 2010. I have led communications for four different organizations/units—two within Michigan State University.

Educational Background I have a BA and MA in art history.

Previous Appointments I was previously appointed as an at-large member of the Arts and Culture Commission.

Please attach a resume if available. *File(s) attached:*
 MB-Resume.pdf

First Choice for Board to Serve on Arts and Culture Commission

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission. Now working as the director of communications for Michigan State University Arts and Collections, the major administrative unit that supports the Beal Botanical Garden, MSU Broad Art Museum, MSU Museum, and Wharton Center, I am seeking opportunities to help ensure MSU is a meaningful artistic resource for the Lansing community. As a Lansing resident, I want to see our community thrive by ensuring all of our citizens have access to meaningful arts experiences.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office. I meet all of the qualifications and eligibility requirements.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Morgan Butts

Date & Time 05/30/2023 12:00 PM (EDT)

Application for Appointment to Board or Commission

09/27/2023 11:44 AM (EDT)



Application for Appointment to Board or Commission

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

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

Date	09/27/2023
First Name	Stephanie
Last Name	Palagyi
Date of Birth	[REDACTED]
Home Address	1727 Abington Place
City	Lansing
State	MI
Zip Code	48910
Email	palagyis@msu.edu

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
Best Phone Number to Contact You	5 [REDACTED] 1

In what year did you move to Lansing? 2004

Additional Information Regarding Experience and Credentials Please see my resume attached.

Occupational Background Communications Manager, Michigan State University Museum

Educational Background 2020, MA Strategic Communications (Digital Media Certificate) Michigan State University

2007, MFA, Painting Michigan State University

2000, BA, Painting and Art History Montana State University-Billings

Please attach a resume if available. *File(s) attached:*
 Resume_Palagyi_Stephanie_2023.docx

First Choice for Board to Serve on Arts and Culture Commission

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission. I am interested in serving on an arts and culture commission because I am passionate about arts and culture, and I am interested in learning more about enhancing and promoting the arts in Lansing.

Specific goals and contributions include:

Supporting Local Artists: Developing programs or initiatives to support local artists, musicians, and cultural events to boost the local creative economy.

Preservation and Promotion: Working to preserve and promote the community's cultural heritage, including historic sites and traditions.

Arts Education: Advocating for arts education in schools and community programs to nurture the next generation of artists and cultural enthusiasts.

Public Art and Beautification: Spearheading public art projects and beautification efforts to make the community more visually appealing and culturally vibrant.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Stephanie Palagyi

Date & Time 09/27/2023 2:00 PM (EDT)

Application for Appointment to Board or Commission

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

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

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

(Section Break)

Date

1/17/2019

First Name

Stephen

Middle

Kelly

Last Name

Purchase

Other name(s) by which
you have been known,
including maiden names

Field not completed.

Date of Birth

5/25/1983

Address

1717 Moores River Dr.

City

Lansing

State	MI
Zip Code	48910
Email	stephen.purchase@gmail.com
Gender	M
Ward	4
Precinct	33
Best phone number to contact you	[REDACTED]
Last 4 digits of social security number	[REDACTED]
In what year did you move to Lansing?	2006
Additional information regarding experience and credentials	Grew up around the Norton Shores Fire Department (Dad was a fire fighter, Chief) and with a sincere appreciation for public safety. I've served on the Board of Fire Commissioners for the past 4 years, serving as chair for much of that time. I also led updates to our Rules of Administrative Procedure, updating our complaint handling policy and process, and drafting the board's own comprehensive annual reports (in the past, the Board simply included a letter with the Department's report to the Mayor).
Occupational Background	Resume Attached.
Educational Background	Resume Attached.

Please attach a resume if available [SP Resume.pdf](#)

First choice for board to serve on Fire Commissioners

Second choice of a board to serve on *Field not completed.*

Third choice of a board to serve on *Field not completed.*

Fourth choice of a board to serve on *Field not completed.*

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission

I know Lansing Fire Department to be a highly professional organization and a point of pride for the region. I would seek to work with the incoming Fire Chief to uphold these high standards. My priority would be to advocate for long-term capital planning to ensure our firefighters are properly equipped and our stations and apparatus properly maintained to allow them to conduct their work safely as they endeavor to keep the rest of us safe. Facility, equipment, and apparatus upkeep is sometimes undervalued but important to the recruiting and retention of a quality fire fighting staff.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office

I meet all the qualifications for eligibility to serve.

Background Check
Authorization

I agree

Please type your name in
this box to signify that you
can serve on a board or
commission and the
information in this
application is accurate to
the best of your
knowledge

Stephen Purchase

Date & Time

1/17/2019 9:15 AM

Email not displaying correctly? [View it in your browser.](#)

STEPHEN PURCHASE

 | stephen.purchase@gmail.com
linkedin.com/in/stephenpurchase

PROFESSIONAL EXPERIENCE

Michigan Regional Council of Carpenters and Millwrights, Statewide, Michigan
Skilled Trades Union representing over 14,000 Carpenters, Millwrights & Floorlayers in Michigan
Communications Director / Special Projects

June 2021 - Present]

- Responsible for developing the strategic direction for and executing a multi-channel, internal, and external communications strategy, including developing messaging and implementing new technologies and platforms to facilitate the council's operations.
- Contribute to the Council's policy and political programs.
- Support the development and implementation of innovative new programs, like Schools to Tools, to recruit, retain, and support Michigan's skilled carpenters,
- Serve as the council's interface with the Press.
- Collaborate with the council's senior leadership in setting organizational goals.

Shared Office Space, Lansing, MI
Membership-based Office Development / Start-up
Co-Founder

June 2020 - Present

- Drove a new start-up to deliver modular, membership-based office space with principal responsibility for all facets of business development, including finance, business processes, marketing, member recruitment and relations, and contract negotiation and management
- Directly contributed to the design and buildout of a modular office platform based on flexible wire harnesses, unitized demountable walls and structural elements, systems furniture, and other elements that allow office space to be offered without long-term leases and that can be easily reconfigured over time to meet the changing needs of our membership base ranging from sole-proprietor entrepreneurs to a Fortune 100 company
- Engaged a small, tight-knit team of contractors, vendors, manufacturers and other professionals to deliver our innovative product on time and under budget

H Inc., Lansing, MI
Property Development and Management Firm Proficient in Historic Rehabilitation and Adaptive Reuse
President, Vice-President

Oct. 2009 - March 2020

- Consistently generated strong revenue growth for business while holding or reducing operating expenses by engaging 10+ years of executive management experience to develop, drive, and adapt company's strategic plans and initiatives, presenting regular portfolio performance reviews and investor reports to a range of audiences
- Set and reached ambitious occupancy goals for a diverse real estate portfolio comprised of 5 independent companies, 350,000+ sq. ft. of commercial office space, and 140 premier multi-family residential units
- Secured financial agreements (including H.Inc's first non-recourse loan during a recession-challenged market) exceeding \$26 million in value by developing annual proposals, negotiating loans to close, and meticulously maintaining compliance
- Effectively motivated and supervised a staff of 5-10 (interns, seasonal help, full-time employees), conducting regular goal-setting meetings, performance reviews, and individualized professional development
- Delivered tenant build-outs (5+ to date), diligently tailoring architectural schemes, project plans, contracts, budgets, contracted professional schedules, and quality checks to suit an array of unique client and investor needs
- Developed and guided the passage of state-level legislation to resolve a critical incongruence between Michigan's Neighborhood Enterprise Zone program and the Federal Historic Tax Credit program, resulting in a sizable tax savings for business

- Independently led the development of company's most technologically advanced living spaces, a project that integrated LED-lighting, smart thermostats, energy efficient appliances, and innovative assemblies to reduce carbon footprint and operating costs

Michigan House of Representatives, Lansing, MI
Office of State Representative Marc R. Corriveau | 20th District

Jan. 2007 - Oct. 2009

Legislative Director

- Advanced a robust policy agenda that included dozens of sponsored and hundreds of co-sponsored bills, serving as Rep. Corriveau's chief political and policy advisor
- Steered the adoption of a bill to strengthen Michigan's drunk driving laws and establish treatment-based DUI Courts that continues to leverage technology and positive oversight to improve outcomes
- Cultivated and maintained relationships with a diverse range of stakeholders critical to the success of office initiatives, including government and business leaders, lobbyists, activists, and community members
- Set and executed the policy priorities and political strategy for the House's Ethics and Elections Committee in collaboration with Rep. Corriveau (in his role as Majority Chair) and other caucus decision-makers
- Led Rep. Corriveau's re-election to the State House (with 58.9% of the vote) in a top-targeted, extremely competitive legislative district by coordinating the office's carefully-crafted, deliberate public relations strategy
- Delivered timely, effective constituent services to an engaged district of 90,000+ citizens, responding to 50-100 individuals every week on a wide range of government-related concerns and policy issues
- Successfully supervised up to 9 interns annually, guiding many toward permanent roles at the end of their tenures by building an immersive, well-supported internship recruitment and training program

Joan Bauer for State Representative, Lansing, MI
Campaign to Elect Joan Bauer to the 68th District of the Michigan House of Representatives

May 2006 - Dec. 2006

Campaign Manager

- Strategically managed a campaign that rallied voters in a diverse district around Joan's candidacy in a highly competitive, 6-way primary, helping earn a nearly 6 percentage point victory in the Democratic primary (32.8% of the vote), a compelling victory (74% of the vote) in the general election, and an eventual three terms of service in the State House
- Raised an excess of \$50,000 through competitive fundraising by overseeing a cost-effective, sustainable finance plan (including producing regular campaign finance reports as required by law)
- Created and executed a thorough communications strategy that included designing direct mail pieces, building and maintaining candidate's website, producing weekly e-newsletter aimed at engaging voters, and running social media channels
- Facilitated numerous endorsements by fastidiously preparing candidate for regular debate participation and completing nearly 100 optional written candidate questionnaires
- Fully staffed campaign's seven-days-a-week canvassing efforts, mail execution, and phone bank activity by building and sustaining authentic relationships with an extensive group of regular volunteers

SERVICE

City of Lansing Board of Fire Commissioners | Chairperson, Vice-Chairperson

Feb. 2019 - Present

- Approve rules and regulations for the conduct of Lansing Fire Department members, acting as the final authority of the city in reviewing/imposing discipline of department employees (consistent with state law and applicable collective bargaining agreements)
- Collaborate with fellow board members to carefully review and approve annual department budget exceeding \$35 million, offering input and revisions as appropriate
- Compile a comprehensive annual report of board and department activity, including new proposals, for formal presentation to Mayor and City Council
- Establish a value-added role for the board in support of the department, including more proactively advocating for budget dollars, supporting the creation of a new strategic plan, and promoting regular engagement of board members in the community

- As Chairperson, spearheaded the adoption of updated rules of administrative procedure aimed at reenergizing the board, ensuring the body is appropriately fulfilling its charter responsibilities, and serving as a better oversight body for the department

Lansing School District Parent/Community Advisory Committee (PCAC) | President, Vice-President **Dec. 2016 - Dec. 2021**

- Led district-wide council made up of parents, teachers, principals, and community members in monthly meetings meant to address a range of school district issues, often acting as a liaison/translator between families and administration

Educational Child Care Center (EC3) | Chairperson, Treasurer, Secretary, Member **Mar. 2014 - July 2019**

- Independently reviewed and restructured EC3's debt to reduce both short and long-term interest expenses
- Guided response to a major RFP that resulted in EC3 assuming management of Lansing Community College's "Early LCC" childcare program
- Participated in EC3's strategic revisioning process and transition to management of two separate centers serving over 100 individual families

Mayor Andy Schor's Transition Team | Member, Committee on Education **Nov. 2017 - Dec. 2017**

- Invited to serve with an experienced slate of Lansing leaders to aid Mayor Schor in his transition process as he took office
- Partnered with entire Transition Team to vet and assemble a set of comprehensive policy recommendations surrounding education, economic and business development, neighborhoods and public safety, and infrastructure

Lansing City Council's Ad Hoc Committee on Diversity | Member **2014 - 2016**

- Collaborated with 20+ community leaders to examine Lansing's Human Rights Ordinance (HRO) to thoughtfully update outdated language and ensure the City's ordinance and complaint mechanisms were appropriately focused on equity and inclusion and understood by and accessible to the public
- Independently designed a new informational brochure detailing the HRO.

ADDITIONAL SERVICE

Lansing School District Return to Learn (COVID-19) Advisory Committee Member	October 2020 - Present
Lansing School District STAR Grant Advisory Board Member	October 2020 - Present
Lansing School District Sinking Fund Advisory Committee Member	Jan. 2018 - Nov. 2018
Old Town Commercial Association ScrapFest Steering Committee	Aug. 2013 - Aug. 2016
Michigan Hugh O'Brian Youth Leadership Corporate Board President, Vice President	June 2010 - June 2015

AWARDS

10 over the Next 10 Lansing Regional Chamber of Commerce	2015
Corporate Board President of the Year Hugh O' Brian Youth Leadership	2013 and 2014

CURRENT CERTIFICATIONS & LICENSES

Drone Pilot, Federal Aviation Administration
Real Estate Salesperson | State of Michigan

EDUCATION

Bachelor of Arts, International Relations	2007
Second Major in Political Theory and Constitutional Democracy	
James Madison College, Honors College Michigan State University East Lansing, MI	

Boak, Sherrie

From: Plummer, Marilyn
Sent: Tuesday, March 9, 2021 2:17 PM
To: Hetke, Veronica
Subject: Fw: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, May 11, 2020 9:34 AM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>; Mayor Intern <Mayor.Intern@lansingmi.gov>; Tim.Hilton@lansingmi.gov <Tim.Hilton@lansingmi.gov>
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

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Date	5/25/2020
First Name	Barbara
Middle	Jeanne
Last Name	Lawrence

Other name(s) by which you have been known, including maiden names	Riesterer
Date of Birth	[REDACTED]
Address	2117 Tulane
City	Lansing
State	Mi
Zip Code	48912
Email	bjrlawrence@gmail.com
Gender	Female
Find my ward:	Lansing Neighborhoods Ward Map
Ward	1
Precinct	Field not completed.
Best phone number to contact you	[REDACTED]
Last 4 digits of social security number	[REDACTED]
In what year did you move to Lansing?	2019
Additional information regarding experience and credentials	Field not completed.
Occupational Background	Retired human resource professional
Educational Background	Masters in organizational behavior
Previous Appointments	None
Current Appointments	None

Please attach a resume if available *Field not completed.*

First choice for board to serve on Fire Commissioners

Second choice of a board to serve on *Field not completed.*

Third choice of a board to serve on *Field not completed.*

Fourth choice of a board to serve on *Field not completed.*

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission

After moving to Lansing a year ago I wanted to learn about my new city so I asked for and received a spot in the Citizens Academy. This experience deepened my desire to get involved by being of service. I learned of a vacancy on the Fire Board and applied, but was unable to be appointed since I didn't meet the requirement of one year of residency. I reached that milestone earlier this month.

From my Citizens Academy classes I began to understand city operations. My professional background in Human Resources helped me appreciate the organizational and work flow charts we received. I saw universal management concerns such as recruitment and training issues. Each area of city operations that we saw impressed me with their desire to be of service to the citizens of Lansing. I want to help, too.

I understand budgets, staffing and employee performance standards and feedback. I've written mission statements and strategic plans. I can use this experience to understand management and operations.

The fire service is a natural choice for me—I've been a fire house brat all my life. My dad served the city of Roseville Michigan as a firefighter for over thirty years. I have three brothers who followed in his boot steps. You have to be forewarned that my mother served the city of Roseville as mayor for twelve years. I'm sure to my family this would elicit the reaction "it's about time . . .".

I'm an analyst, planner and roll up your sleeves person with a profound love and respect for the fire service and those who serve. I would like to help the Fire community in Lansing.

Qualifications and Eligibility – At this time, if you do not meet one or more of the *Field not completed.*

qualifications or
eligibility requirements
listed at the top, please
state here the
requirement to be met
and explain how you will
be qualified or eligible
before you would be
sworn in to an
appointed office

Background Check I agree
Authorization

Please type your name Barbara Lawrence
in this box to signify that
you can serve on a
board or commission
and the information in
this application is
accurate to the best of
your knowledge

Date & Time 5/25/2020 9:30 AM

Email not displaying correctly? [View it in your browser.](#)

Application for Appointment to Board or Commission

08/21/2023 6:34 PM (EDT)

Application for Appointment to Board or Commission

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

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

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

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

Date	08/21/2023
First Name	Nancy
Middle	Ann
Last Name	Mahlow
Other name(s) by which you have been known, including maiden names	Parsons and Espie
Date of Birth	
Home Address	430 N FAIRVIEW AVE
City	lansing
State	MI
Zip Code	48912
Email	nmahlow2012@gmail.com
Gender	F

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Precinct	14
Best Phone Number to Contact You	51 [REDACTED]
In what year did you move to Lansing?	Born here
Additional Information Regarding Experience and Credentials	I presently serve on the Public Service Board Chair the Lansing Police Dept Advisory Board I was on the Mayor's Grant board for many years
Occupational Background	I worked for the state of Michigan in the Dept of Environmental Quality for over 26 years. I am presently the president of the Eastside Neighborhood Organization (ENO) and have been for over 25 years. I continue to work with the many neighborhoods on the Eastside and the community in general. I attend Rejuvenating South Lansing meetings, 3rd Ward meetings, LBWL Roundtable participation, and a member of ALPACT. I believe in our city and work to bring our neighborhoods together.
Educational Background	Everett High School graduate Some college
Previous Appointments	Mayor's grant board
Current Appointments	Public Service Board
First Choice for Board to Serve on	Police Commissioners
Second Choice of a Board to Serve on	Parks Board
Third Choice of a Board to Serve on	Michigan Avenue Corridor Improvement Authority
Fourth Choice of a Board to Serve on	Mayor's Neighborhood Advisory Board
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I am dedicated to our city and its growth. I have been very active within our community and city and have put in thousands of hours working with many board members. Citizens must take an interest in our city and have a voice to continue its growth

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Nancy Ann Mahlow

Date & Time 08/21/2023 12:00 PM (EDT)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission

06/01/2022 4:18 PM (EDT)

Application for Appointment to Board or Commission

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

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

Date	06/01/2022
First Name	Eric
Middle	Anthony
Last Name	Schertzing
Date of Birth	
Address	322 Pere Marquette Dr Unit 14
City	LANSING
State	MI
Zip Code	48912
Email	schertzing@aol.com
Gender	Male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
------	--------

Precinct	006
Best Phone Number to Contact You	██████████ 3
In what year did you move to Lansing?	2022 most recently
Additional Information Regarding Experience and Credentials	Former Ingham County Treasurer, Served on Ingham County OPEB and Deferred Compensation Committees. Long term member of Michigan Government Finance Officers Association and served on two of their national committees.
Occupational Background	Former Ingham County Treasurer 2001-2022 Former Ingham County Chief Deputy Drain Commissioner 1993-2000 Special Assistant to Congressman Bob Carr 1983-1991
Educational Background	Public Administration Master from Western Michigan Political Science Undergrad at James Madison College at MSU
Previous Appointments	none
Current Appointments	none
First Choice for Board to Serve on	Employees' Retirement System Board of Trustees
Second Choice of a Board to Serve on	Capital Area Transportation Authority (CATA)
Third Choice of a Board to Serve on	Economic Development Corporation / Tax Increment Finance Authority / Brownfield Redevelopment Authority
Fourth Choice of a Board to Serve on	Review Board
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	My experience can help make Lansing a better place. Financial health underlies my work in Drains and Treasury. The fiduciary responsibility of the county was strengthened in my leadership on the Deferred Compensation and Other Post-Employment Benefits Boards. Financial health for individuals and communities is key to thriving and growing.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.	My experience is ample for the retirement system board. I work to fully understand my responsibilities and play an active role in the bodies I serve. To learn more I believe in Board training and educational opportunities.

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Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Eric Anthony Schertzing

Date & Time 06/01/2022 12:00 PM (EDT)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission

03/05/2025 3:20 PM (EST)

Application for Appointment to Board or Commission

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

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Appointees to every board, commission, or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2).

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

Date 03/05/2025

First Name Semone

Middle Marcia

Last Name James

Other name(s) by which you have been known, including maiden names Semone Marcia Williamson and Semone Marcia James Howes

Date of Birth 0 [REDACTED]

Home Address 2941 Tulane Drive

City Lansing

State MI

Zip Code 48912

Email Semone.James@yahoo.com

Gender Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward Ward 1

Precinct 3

Best Phone Number to Contact You [REDACTED] 1

[REDACTED] year did you move to 1992

Lansing?

Additional Information Regarding Experience and Credentials

In consideration of this application, I would like to share that I have worked as a dedicated public servant for the State of Michigan with a focus on asset oversight and revenue generation. In serving the City of Lansing, as a Commissioner for the Lansing Board of Water and Light, I have used my experience and business acumen and served with a high level of dedication. During my previous appointments, I have contributed to the leadership of the Board by serving as the Chair and Vice-Chair of the Board of Commissioners. I have fostered a spirit of open communication, transparency and inclusion. We govern as a Board and I have contributed to our effective governance structure by bringing best practices into play, such as a two-Commissioner review system and sign off on all purchasing card expenditures (i.e., P-Card Reports). Also, I worked with my fellow Commissioners to undertake a Board Self-Evaluation, worked to update the BWL Board of Commissioners Rules of Procedure, conducted Commissioner Governance Training, Robert's Rule of Order Training, as well as worked with staff to develop a Board of Commissioners Roles and Responsibilities Handbook (which is near completion). I always seek to lend my knowledge, experience and skills in a manner which will help with effective governance. My mindset is to make things better when possible and foster an environment of inclusive team work. I always welcome the opportunity to be of service.

Occupational Background

Asset and Operations Management; Revenue Generation; Budget Development and Oversight; Institutional Investing; Public Pension Plan Operations, Internal Controls, Policies and Procedures, Real Estate Appraisal and Brokerage, Procurement, Contract Negotiations; Business Continuity Planning; Information Technology and Cybersecurity

Educational Background

Bachelor of Business Administration Degree
Eastern Michigan University
Major: Business Administration
Area 1) Finance; Area 2) Real Estate
Continuing education as required by my Certified General Real Estate Appraisal and Real Estate Brokerage Licenses

Are you a current City of Lansing or Lansing Board of Water and Light employee?

No

Previous Appointments

Lansing Board of Water and Light Commissioner 1st Ward 2006-2009

Current Appointments

Lansing Board of Water and Light Commissioner 1st Ward 7/2021-6/2025

First Choice for Board to Serve on

Board of Water and Light

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.

I would like to continue my service to the City of Lansing as a BWL Commissioner. As a Lansing resident for over 30 years, I consider it an honor and privilege to utilize my professional experience and business acumen to give back to our community. The BWL is a tremendous asset for the Lansing area. The knowledge and experience that I have gained by serving on the Board coupled with my professional experience working for the State of Michigan has further bolstered my ability to assist with governing effectively, as it takes time to learn the public utility business environment.

My overarching goals are as follows:

- Continue governing efforts to remain a financially viable organization with the implementation of the BWL Strategic Plan, as approved by the Board of Commissioners every four years.
- Effectively represent the interests of the City and residents of Lansing so that the BWL provides a return on equity to the City of Lansing while protecting and enhancing the BWL as an asset.
- Effectively govern with transparency.
- Continue to work with BWL management and Board of Commissioners to

provide affordable, reliable and safe sustainable energy and clean water for our customers, as we move forward as the "Utility of the Future".

- Increase our renewable energy portfolio (solar, wind, and battery storage) with the goal of delivering 50% renewable energy by 2030 and 100% clean energy by 2040.
 - Support the Lansing community with various initiatives (i.e., Resource Fairs on financial assistance, 1st Step Intern Program for high school students, Silver Bells in the City).
 - Continue to support efforts on educating our customers on sustainable practices.
- And,
- Continue to support driving economic development and job creation for the Lansing community.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Semone M. James

Date & Time 03/05/2025 3:20 PM (EST)

Receive an email copy of this form. Yes

Plummer, Marilyn

From: noreply@civicplus.com
Sent: Wednesday, January 17, 2018 6:24 PM
To: Plummer, Marilyn
Subject: Online Form Submittal: Application for Appointment to Board or Commission

Follow Up Flag: Follow up
Flag Status: Completed

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission or committee. The Lansing City Charter requires that every appointee to a board, commission, or committee established by Charter or ordinance must meet the following qualifications and eligibility requirements:

- *Be a registered elector in the City of Lansing (Charter Section 2-102).*
- *Be a resident of Lansing for one year prior to taking office (Charter Section 2-102).*
- *Not be in default to the City at the time of taking office (Charter Section 2-103.2).*
- *Not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).*

Date 1/17/2018

First Name Christopher

Middle Keane

Last Name Iannuzzi

Other name(s) by which you have been known, including maiden names Field not completed.

Date of Birth [REDACTED]

Address 1717 Nottingham Rd,

City	Lansing
State	MI
Zip Code	48911
Email	Ckiannuzzi@gmail.com
Gender	Gender
Ward	4
Precinct	33rd
Best phone number to contact you	[REDACTED]
Last 4 digits of social security number	[REDACTED]
In what year did you move to Lansing?	2011
Additional information regarding experience and credentials	<i>Field not completed.</i>
Occupational Background	Lawyer & Governmental Relations
Educational Background	J.D. from MSU College of Law. B.S. from University of Massachusetts.
Please attach a resume if available	lannuzzi Resume.pdf
First choice for board to serve on	Zoning Appeals
Second choice of a board to serve on	Board of Water and Light
Third choice of a board to serve on	<i>Field not completed.</i>
Fourth choice of a board to serve on	<i>Field not completed.</i>
Please comment briefly on why you wish to serve on a particular board or commission. Please be	I want to get more involved with the community and use my law degree to help out.

specific as to your goals
and ideas about how you
wish to contribute to the
work of the board or
commission

Qualifications and Eligibility – At this time,
if you do not meet one or
more of the qualifications
or eligibility requirements
listed at the top, please
state here the requirement
to be met and explain
how you will be qualified
or eligible before you
would be sworn in to an
appointed office

Field not completed.

Background Check Authorization I agree

Please type your name in
this box to signify that
you can serve on a board
or commission and the
information in this
application is accurate to
the best of your
knowledge

Christopher Iannuzzi

Date & Time 1/17/2018 6:30 PM

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For more information please visit <http://www.symanteccloud.com>

From: noreply@civicplus.com 5/19/2019 5:14 PM

To: **Plummer, Marilyn, Beason, Ross, Schraft, Matthew, Mayor Intern**

[EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

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(Section Break)

Date 5/19/2019

First Name Marcie

Middle Jean

Last Name Alling

Other name(s) by which you have been known, including maiden names Marcie Alling Snyder

Date of Birth

Address 514 Fulton Place

City Lansing

State MI

Zip Code 48915

Email marciejalling@gmail.com

Gender Female

Ward 4

Precinct 37

Best phone number to contact you

Last 4 digits of social security number

In what year did you move to Lansing? 1992

Additional information regarding experience and credentials I've also been a board member of the Lansing Regional Sister Cities Commission since 1999. My resume illustrates an array of experiences and qualifications acquired via education and my professional careers as well as

professional and personal voluntarism.

Occupational Background Currently employed by the State of Michigan, Talent & Economic Development Department, Workforce Development Agency as the lead for the Going PRO Talent Fund. I had 30 years experience working in the private non-profit sector in a wide variety of jobs in the employment and training (workforce/talent development) arena. This has been followed by 10 years experience working for the State of Michigan on various statewide projects in two different agencies in the federal/state workforce development system. See resume for details.

Educational Background Master of Arts Bachelor of Arts See resume

Previous Appointments None

Current Appointments Board of Zoning Appeals since 2009. Currently serving as the Chair.

Please attach a resume if available Resume_Marcie Alling_2019-05-17.docx

First choice for board to serve on Zoning Appeals

Second choice of a board to serve on Field not completed.

Third choice of a board to serve on Field not completed.

Fourth choice of a board to serve on Field not completed.

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission I've thoroughly enjoyed my years of service on the Board of Zoning Appeals and have learned a lot. I continue to find the work interesting and important and believe I've made a positive contribution by listening, considering all available information and making reasonable, though sometimes uncomfortable, decisions in the best interests of the city, whether for individual residents or for businesses. We've been called upon to make difficult decisions amidst controversy and emotion but I believe I've made reasonable decisions each time. Most of the current board members have been appointed within the past couple of years so as the longest-tenured member, I believe I bring experience, knowledge and perspective that are unique among the current members. The legalization of medical, then recreational, marijuana has brought a whole new set of challenges to the BZA. If I'm reappointed, my goal for the board is that we continue to focus on our role and responsibilities as the BZA, while considering all sides, seeking guidance from the city, and minimizing our own biases and emotions in order to make appropriate decisions.

Qualifications and Eligibility - At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office Field not completed.

Background Check Authorization I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge Marcie Jean Alling
Date & Time 5/19/2019 5:15 PM

Application for Appointment to Board or Commission

05/25/2022 2:32 PM (EDT)

Application for Appointment to Board or Commission

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Date	05/25/2022
First Name	Mitchell
Middle	A
Last Name	Rice
Date of Birth	
Address	509 E EDGEWOOD BLVD, 214
City	Lansing
State	MI
Zip Code	48911
Email	ricem1957@gmail.com
Gender	male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 2
------	--------

Best Phone Number to Contact You 51 [REDACTED] 1

In what year did you move to Lansing? 2012

Additional Information Regarding Experience and Credentials Have been a member of the Lansing Board of Zoning Appeals since 2014, previously member of Coldwater BZA for 10 yeras, past elected official Coldwater City Councilmember 2005-2009. Also I am a Master Citizen Planner from MSU MCP program.

Occupational Background Licensed Professional Counselor 34 years

Educational Background Master's in Counseling from MSU 1988

Previous Appointments Coldwater ZBA

Current Appointments Lansing BZA

Please attach a resume if available. *File(s) attached:*
 RESUME 8-8-20.docx

First Choice for Board to Serve on Zoning Appeals

Second Choice of a Board to Serve on Planning Board

Third Choice of a Board to Serve on Mayor's Neighborhood Advisory Board

Fourth Choice of a Board to Serve on Human Relations and Community Services Board (HRCS)

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission. Conitnue on BZA since I have served previously and have extensive trainging in planning and zoning

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Mitch Rice

Date & Time

05/25/2022 2:30 PM (EDT)

Receive an email copy of this form.

Yes

Application for Appointment to Board or Commission

05/29/2024 3:02 PM (EDT)

Application for Appointment to Board or Commission

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

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Date 05/15/2024

First Name Terrence

Middle Lanier

Last Name Frazier

Other name(s) by which you have been known, including maiden names Terry

Date of Birth [REDACTED]

Home Address 2400 Tulane Dr

City Lansing

State Michigan

Zip Code 48912

Email tfrazier93@gmail.com

Gender Male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Precinct	3rd Precinct
Best Phone Number to Contact You	7 [REDACTED] 1
In what year did you move to Lansing?	2015
Additional Information Regarding Experience and Credentials	I currently sit on the Lansing Community College Board of Trustee and the Cole Academy Board in Lansing MI. I am the Chair of the Black Alumni Reunion 2025 for Ohio University. I have over 25 years of DEI experience including serving as the Special Assistant to the Chief Diversity Officer for Michigan State University. I current consult for Michigan State's Institutional Diversity and Inclusion Office on strategic planning. I have leadership training from such organizations as the National Inclusive Excellence Leadership Academy, Association of Title IX Administrators, Harvad Graduate School of Education - Management Development Program just to name a few.
Occupational Background	25 years working in DEI and Student Affairs in higher education. Co-owner and Chief Growth Officer for Sweet Encounter Bakery Cafe in Lansing MI
Educational Background	Iowa State University - Ph.D. in Educational Leadership and Policy Studies Ohio University - Masters in Higher Education Ohio University - Bachelor of Science in Elementary Education
Previous Appointments	N/A
Current Appointments	N/A
First Choice for Board to Serve on	Diversity, Equity, & Inclusion (DEI) Advisory Board
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I am committed to making Lansing a more inclusive place for future generations. I have two young daughters and I want them to always be proud to have been raised in 517. I will do this by prioritizing social and economic equity and advocating for a more just and fair community where everyone can thrive. I plan to focus on dismantling barriers within the city policies and processes that are locking out our most vulnerable citizens from fully enjoying all that Lansing has to offer. I have the desire to integrate DEI principles into the city's strategic plan as a forward-thinking approach to governance. I have always been highly engaged with DEI work and this dedication I want to share with the City of Lansing by being part of the DEI Advisory Board by creating a more welcoming environment for all residents.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

[REDACTED]

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Terrence Lanier Frazier

Date & Time

05/15/2024 12:00 PM (EDT)

Receive an email copy of this form.

Yes

Application for Appointment to Board or Commission

06/17/2022 10:13 AM (EDT)

Application for Appointment to Board or Commission

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Date	06/17/2022
First Name	Jennifer
Middle	Ruth
Last Name	Hinze
Other name(s) by which you have been known, including maiden names	Jennifer Montague
Date of Birth	
Address	1207 Turner Street
City	Lansing
State	MI
Zip Code	48906
Email	polkadotsoldtown@gmail.com
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Precinct	1
Best Phone Number to Contact You	██████████2
In what year did you move to Lansing?	2014
Additional Information Regarding Experience and Credentials	I own and run a business from 1207 Turner Street, Lansing. I have served on several committees in the Old Town neighborhood and am currently part of the Design Committee. I also work as a contractor for the State Bar of Michigan to provide continuing legal education to Michigan attorneys.
Occupational Background	Current: Owner/Operator: Polka Dots Boutique Executive Director: MI Assoc. of OWI Attorneys Executive Director: State Bar of MI Section Continuing Legal Ed. Previous: Nichols Law Firm: 2009-2014 Reynolds Law Firm: 1998-2009
Educational Background	Michigan State University Baker College Fairview High School
Previous Appointments	None
Current Appointments	None
First Choice for Board to Serve on	Downtown Lansing, Inc.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Jennifer Hinze

Date & Time 06/17/2022 12:00 PM (EDT)

Application for Appointment to Board or Commission

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

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

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

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

(Section Break)

Date 3/30/2021

First Name Jennifer

Middle Lynn

Last Name Estill

Other name(s) by which you have been known, including maiden names Jen Estill, Jennifer Lynn Summerfelt

Date of Birth 2/25/1973

Address 3201 Tecumseh River Rd

City Lansing

State MI

Zip Code 48906

Email jen@redhead.studio

Gender F

Find my ward: Lansing Neighborhoods Ward Map

Ward 4

Precinct 4-41

Best phone number to contact you 517-285-3117

Last 4 digits of social security number 8923

In what year did you move to Lansing? 1997

Additional information regarding experience and credentials I am Jen Estill, the principal,

creative director, and founder at Redhead, a creative consultancy specializing in brand strategy and marketing for social change. While I am a recent addition to the downtown neighborhood, I am not new to what it takes to help a main street thrive. Redhead was a staple in Old Town for 16 years before we made the big leap to downtown. Over the course of those years, I served as a volunteer and board member for the Old Town Commercial Association, assisting with activities and events large and small, developing neighborhood relationships, and cleaning up trash from my corner of the neighborhood when necessary (as one does). When we moved to Old Town, vacancy rates were high and there wasn't a destination restaurant in sight. We grew along with the neighborhood. As such, I am quite familiar with the Michigan Main Street Four-Point Approach and the expectations therein.

I have been self-employed for more than 20 years which makes a resume impractical. To view more about me, please visit <https://redhead.studio/people/jen>.

Occupational Background My career blends more than 20 years of marketing and creative development experience with a penchant for advocacy work—particularly in education, community development, health and the environment.

Under my leadership, our team at Redhead has served a variety of mission-led organizations such as Michigan Fitness Foundation, Michigan State University, and the Michigan League of Conservation Voters, helping them clarify their message and develop beautiful, smart brands and campaigns. And Redhead takes placemaking seriously: crafting brands and campaigns for municipalities such as Lansing and Charlotte; developing web platforms for placemakers such as Lansing 5:01; and developing brands and messaging for initiatives such as BOLD Lansing and Lansing Built to Last.

On a more granular level, my role means I am adept at brand strategy and development, campaign development, and directing all forms of content and asset creation—from websites and logos to strategic plans and image campaigns. It also means I am adept at traditional business-side activities such as reading profit and loss statements, managing HR matters, and vendor relations.

Educational Background B.A. in Journalism from Michigan State University.

Previous Appointments No previous appointments to the City of Lansing.

Current Appointments No current appointments to the City of Lansing.

Please attach a resume if available Field not completed.

First choice for board to serve on Downtown Lansing Inc.

Second choice of a board to serve on Field not completed.

Third choice of a board to serve on Field not completed.

Fourth choice of a board to serve on Field not completed.

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission I wish to serve on the Downtown Lansing Inc. board. Of course I care about main streets on an academic and strategic level—you can read my thoughts on cities at <https://redhead.studio/cities>. Further, as a new Washington Square business owner, I am deeply committed to the success of downtown on a personal level. Our investment in downtown property ownership and building Redhead a new home—amidst a pandemic—speaks to our intention to be here for the long haul. In order for us to be successful, we know the neighborhood must be successful.

My goals are threefold:

1. Reduce the vacancy rate on Washington Square.
2. Help make downtown a viable after-five destination, particularly for residents of our suburbs, normalizing downtown as a destination.
3. Grow a long-term reputation as one of the best downtowns in Michigan, and the Midwest's best capital city.

I understand that the third goal is quite literally a 10-20 year project. But I also believe we have the will and talent and the tenacity to make it happen.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office n/a

Background Check Authorization I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge Jennifer L Estill

Date & Time 3/30/2021 7:30 PM

Email not displaying correctly? View it in your browser.

Application for Appointment to Board or Commission

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

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

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(Section Break)

Date 12/10/2018

First Name Jeff

Middle Field not completed.

Last Name McAlvey

Other name(s) by which you have been known, including maiden names Field not completed.

Date of Birth

Address 3432 Glasgow Dr

City Lansing

State MI

Zip Code 48911

Email jmcalvey@mcalley.com

Gender Male

Ward 3

Precinct 11

Best phone number to contact you

Last 4 digits of social security number

In what year did you move to Lansing? 1984

Additional information regarding experience and credentials Field not completed.

Occupational Background Partner, McAlvey Merchant & Associates and Ottawa Street Biggby Coffee Shop

Educational Background BS MSU

Please attach a resume if available Field not completed.

First choice for board to serve on Elected Officers Compensation Commission

Second choice of a board to serve on Field not completed.

Third choice of a board to serve on Field not completed.

Fourth choice of a board to serve on Field not completed.

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission As a long time Lansing resident, I want to see that Lansing taxpayer's money is spent wisely, but at the same time we compensate our elected officials at a level that ensures we can attract capable people to serve in those roles.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office Field not completed.

Background Check Authorization I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge Jeff McAlvey

Date & Time 12/10/2018 2:45 PM

Email not displaying correctly? [View it in your browser.](#)

Application for Appointment to Board or Commission

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

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

Date	08-05-1953
First Name	Glenn
Last Name	lopez
Date of Birth	08/05/2024
Home Address	1005 Cleveland St.
City	Lansing
State	Michigan
Zip Code	48906
Email	glenn.lopez11@yahoo.com
Gender	m

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Precinct	na
Best Phone Number to Contact You	

In what year did you move to Lansing? 1953

Additional Information Regarding Experience and Credentials I was born and raised in Lansing ,Mi

Occupational Background Worked for the Lansing Parks and Rec 20 + years 1. activity leader at foster ,Gier and playgrounds , I became a building night supervisor at both Gier and foster. I worked with the Lansing School District for 45 years , first job was with the Bilingual program six years moved on to the special needs classrooms at sexton for 14 years, moved to Eastern fortwo years in a special needs class, we were moved, i took a job at beekman as a behavior specialist , i retired in 2015/16.

Educational Background Graduated from Eastern High School 1971. took some basic classes at LCC.

Previous Appointments none

Current Appointments none

First Choice for Board to Serve on Police Commissioners

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission. to serve Lansing in a positive way , to have programs that will help kids , i want to implement kids programs , lets make use of our College , high school students to join kids programs talk about guns , violence, drugs and how there bad for you, be positive with everyone.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office. I was born and raised in Lansing, I have served my community for 45 years , being a para pro in the Lansing Schools- a coach in the city i currently coach the Lansing alumni Special Olympics softball team.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Glenn lopez

Date & Time 08/05/2024 12:00 PM (EDT)

Application for Appointment to Board or Commission

11/07/2023 4:19 PM (EST)

Application for Appointment to Board or Commission

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

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Date 11/07/2023

First Name Michael "Melik"

Middle N.

Last Name Brown

Other name(s) by which you have been known, including maiden names Metro Melik; Melik; People's Champ; That One Guy; Blacque Mandu

Date of Birth [REDACTED]

Home Address 513 E. Cesar E. Chavez Ave

City Lansing

State MI

Zip Code 48906

Email mm@metromelik517.com

Gender M

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
Best Phone Number to Contact You	[REDACTED]
In what year did you move to Lansing?	1990?
Additional Information Regarding Experience and Credentials	I've been promoting positive things about Metro Lansing since the 1990s. I had a public access television show where I was the producer and host of a live call-in talk show that highlighted cool stuff in the area. That ran for 13.5 years. I was asked to come back
Occupational Background	Current business owner. I own a store in Old Town Lansing called Metro Melik 517. We sell art, apparel and stuff that are locally produced or have a local Lansing and 517 theme. I have a production company called me2u promotions, LLC. We do television production, videography, photography, emcee, DJ, voice over, and commercial production.
Educational Background	Beauty school drop out. However, I have many years of professional photography and video production experience. I've hosted and produced events of many varieties. This isn't formal experience. It's hands on experience in the performing arts world.
Previous Appointments	None with the city. I've been on local organization [Old Town Commercial Association] and neighborhood boards [West Side Neighborhood Association].
Current Appointments	N/A
Please attach a resume if available.	<i>File(s) attached:</i>  Metro Melik Extended Resume.pdf
First Choice for Board to Serve on	Lansing Public Media Authority Board
Second Choice of a Board to Serve on	Arts and Culture Commission
Third Choice of a Board to Serve on	Downtown Lansing, Inc.
Fourth Choice of a Board to Serve on	Capital Area District Library Board (CADL)
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	Lansing, MI is the heart of it all. However, so often people talk about going to outlying areas for their entertainment. Lansing is a fantastic backdrop for a myriad of entertainment opportunities. The economic impact that entertainment will bring to a downtown area is vital to a vibrant downtown. Creating a space for small to midsize performance events can not only increase local involvement but can also attract an international audience.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Michael N Brown

Date & Time 11/07/2023 12:00 PM (EST)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission

11/13/2023 8:49 PM (EST)

Application for Appointment to Board or Commission

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

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Date 11/13/2023

First Name Jena

Last Name McShane

Other name(s) by which you have been known, including maiden names Jena Hovey

Date of Birth [REDACTED]

Home Address 1817 drexel

City lansing

State MI

Zip Code 48915

Email jenahovey517@gmail.com

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward Ward 4

Best Phone Number to Contact You [REDACTED] 7

In what year did you move to Lansing? 2001

Additional Information Regarding Experience and Credentials Contributing photographer for Loud Hailer Magazine

Occupational Background 15 years of photography experience and owner of McShane Photography specializing in concert photography, portraits, landscapes, & fine art.

Educational Background Associates Degree in Photography from Lansing Community College

First Choice for Board to Serve on Lansing Public Media Authority Board

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission. I'm passionate about music and want to see Lansing become a destination for national music acts and to bring more people and revenue to the city.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge. Jena McShane

Date & Time 11/13/2023 12:00 PM (EST)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission

01/06/2023 9:10 AM (EST)

Application for Appointment to Board or Commission

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Date 01/06/2023

First Name David

Last Name Washburn

Date of Birth [REDACTED]

Address 1038 Applegate Ln

City East Lansing

State MI

Zip Code 48823

Email davewash@msufoundation.org

Gender Male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward Regional

Precinct n/a

Best Phone Number to Contact You [REDACTED]

In what year did you move to Lansing? n/a

Additional Information Regarding Experience and Credentials I have served on this board since 2014.

Occupational Background I am Executive Director of the Michigan State University Research Foundation, the non-profit research foundation associated with Michigan State University. The Foundation manages an investment portfolio and drives programs that support the economic development initiatives of MSU. I also serves as the President and board member of all MSU Research Foundation subsidiary companies including Spartan Innovations, Red Cedar Ventures, Michigan Rise Pre-Seed III Fund and University Health Park in Lansing, home of McLaren Greater Lansing. I have served on the board of the Lansing Development Finance Authority since 2014 and was appointed by Gov. Snyder to serve on the board of MEDC from 2015-2019.

Educational Background BA & MBA, University of Illinois at Urbana-Champaign

Previous Appointments none

Current Appointments none

Please attach a resume if available. *File(s) attached:*
 David Washburn CV Nov 2022.docx

First Choice for Board to Serve on Local Development Finance Authority

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission. The LDFA bylaws require a member of the MSU Research Foundation sit on this board. The objectives and mission of LDFA (which includes new venture creation, job creation and driving regional economic growth initiatives) are aligned with the mission of the MSU Research Foundation. Despite many challenging conflicts of interest that exist by me being on this board, (which we are very careful about managing) I hope my contributions enable LDFA to catalyze new programs and enhance existing programs across the region that provide equal opportunities for all.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I disagree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

David Washburn

Date & Time

12/30/2022 12:00 PM (EST)

Receive an email copy of this form.

Yes

Application for Appointment to Board or Commission

06/20/2023 7:31 PM (EDT)

Application for Appointment to Board or Commission

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Date	06/20/2023
First Name	Ted
Last Name	O'Dell
Other name(s) by which you have been known, including maiden names	Ted O'Dell
Date of Birth	[REDACTED]
Home Address	1310 W. Shiawassee
City	Lansing
State	MI
Zip Code	48915
Email	todell8@gmail.com
Gender	Male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
Precinct	37
Best Phone Number to Contact You	2 [REDACTED] 3
In what year did you move to Lansing?	1989
Additional Information Regarding Experience and Credentials	Nearly lifelong public servant, advocate, and customer service representative. Previously, served on a township planning commission for eight years, served as elected township supervisor, and also served as a city manager and City Marshal. Also work 11 years in both chambers of the state legislature, where I specialized in matters of Senate appropriations, Constituent case collaboration and settlement along with constituent relations. In my role as an elected township supervisor, I served as chairman of the fire board for a two township and village consortium. In my role as a city manager, I also served as city marshal, overseeing all inclusive local sheriff deputies budget.
Occupational Background	Public service, including appointed office and elected office. Spent over seven years as a professional organized labor advocate, chief bargaining agent and spokesperson along with specializing in employment law, EEOC and contract law. Specialized in bargaining, grievance processing, arbitration representation and federal adjudication as a certified Social Security disability, and Social Security insurance advocate.
Educational Background	Michigan public schools, K - 12, followed by Washtenaw community college, the American university at Washington DC and continuing education, specializing in labor law at Lansing Community College. Multiple additional certificates granted in the areas of organized labor, contract, law, federal education, state arbitration representation and conflict resolution.
Previous Appointments	None within the city of Lansing
Current Appointments	None within the city of Lansing
Please attach a resume if available.	<i>File(s) attached:</i>  TedODell-Resume.pdf
First Choice for Board to Serve on	Planning Board
Second Choice of a Board to Serve on	Fire Commissioners
Third Choice of a Board to Serve on	Police Commissioners

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.

Given my professional background and public service and hands on experience of municipality rules, regulations and ordinances, I would very much enjoy, lending my professional experience to the citizens of Lansing to help make our city an even better place to live work and play for families and people of diverse backgrounds.

As a potential member of the city planning board, I would focus on pro-growth, initiatives, that ensure public safety, safe housing, and job expansion; particularly for members of organized labor. I would be adamant about embracing the mayors, ideas and pro growth initiatives.

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Ted O'Dell

Date & Time 06/20/2023 12:00 PM (EDT)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission

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(Section Break)

Date 4/7/2021

First Name Terri

Middle L.

Last Name Taylor

Other name(s) by which you have been known, including maiden names Field not completed.

Date of Birth

Address 421 S. Jenison Ave.

City Lansing

State Michigan

Zip Code 48915

Email taylor.terri28@yahoo.com

Gender Female

Find my ward: Lansing Neighborhoods Ward Map

Ward 4

Precinct 36

Best phone number to contact you

Last 4 digits of social security number

In what year did you move to Lansing? 1957

Additional information regarding experience and credentials Masters of Organizational

Management, previous City of Lansing Pension Board Member. Worked for the City of Lansing for approx 10 years. Worked as a Human Resources Director in many positions throughout the State of Michigan. Appointed to the Martin Luther King Commission (9 yrs). Eles Place, Board Member (over 10 years).

Occupational Background Retired Human Resources Director for City of Lansing, Human Resources Manager, Sodexo Magic (Lansing School District) and retired from the State of Michigan working in many positions within State of Michigan. Also, worked as HR Director for Community Mental Health, Eaton/Ingham/Clinton Counties and Assisted HR Director for Ingham County.

Educational Background Masters in Organizational Management.

Previous Appointments Director of Human Resources, City of Lansing, Martin Luther King Holiday Commission, City Pension Board, Eles Place, Board of Directors

Current Appointments Currently not on any boards or appointments

Please attach a resume if available Field not completed.

First choice for board to serve on Police and Fire Retirement Board of Trustees

Second choice of a board to serve on Police Commissioners

Third choice of a board to serve on Employees' Retirement System Board of Trustees

Fourth choice of a board to serve on Board of Water and Light

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission As a resident, (entire life), home owner and business owner within the City of Lansing, I have a huge concern for the safety and well-being of our community. I have always worked on boards and in the public sector. As a minority, I feel I can bring a very diverse and unique character and add value to any board or Commission. As a retiree, I have the opportunity to put the work in to make Lansing a better place to live and work.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office I believe I meet all of the specified qualifications listed above.

Background Check Authorization I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge Terri L. Taylor

Date & Time 4/8/2021

Application for Appointment to Board or Commission

03/07/2023 1:30 PM (EST)

Application for Appointment to Board or Commission

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

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

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

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

Date	03/07/2023
First Name	Laura
Middle	Marie
Last Name	Stoken
Other name(s) by which you have been known, including maiden names	Jess
Date of Birth	
Address	4613 Bison Drive
City	Holt
State	MI
Zip Code	48842
Email	laura@rathbunagency.com
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
Best Phone Number to Contact You	██████████8
In what year did you move to Lansing?	I have been working in the city of Lansing since February 2012
Additional Information Regarding Experience and Credentials	I LOVE Lansing and am invested in the community in a variety of ways!! I have worked in Lansing since 2012, holding a variety of positions that allowed me to champion the State of Michigan and city of Lansing. I am also an active member of the Junior League of Lansing since 2016 and coach soccer and softball in the Mason area.
Occupational Background	Current: Chief Administrative Officer at the Rathbun Insurance Agency (located on the corner of Saginaw and Pine) Public Sector Consultants: Director of Administration, December 2017- November 2023 (located on Washington Square) Executive Office of Governor Rick Snyder: Manager of Constituent Relations, February 2012- December 2017 (Washington Square) Mental Health Technician and 211 Call Specialist: The Listening Ear, May 2008- December 2011 (Mount Pleasant, Michigan)
Educational Background	Bachelors, Business with a Human Resource Management Certificate from University of Phoenix Diversity, Equity and Inclusion in the Workplace Certificate, USF Corporate Training and Professional Education (May 2021)
Previous Appointments	N/A
Current Appointments	N/A
First Choice for Board to Serve on	Saginaw Street Corridor Improvement Authority
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	As the Chief Administrative Officer of the Rathbun Insurance Agency located on the Saginaw Street Corridor, we have a vested interest in the success and growth of the area. By serving on the Improvement Authority board, I can help represent the unique needs and concerns of local businesses at that table. Additionally, the Improvement Authority board plays a key role in implementing plans and strategies to improve the Saginaw Street Corridor, such as infrastructure upgrades, beautification efforts, and economic development initiatives. By serving on the board, I would love to contribute to helping shape the future of the area and helping it thrive. Lastly, serving on the Improvement Authority board can provide opportunities to connect with other local leaders and stakeholders, such as city officials, community organizations, and other business owners. This can help foster collaboration and partnerships that benefit the entire community.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.

N/A

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization • I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Laura Stoken

Date & Time 03/07/2023 1:29 PM (EST)

Receive an email copy of this form. Yes

Application for Appointment to Board or Commission

07/07/2021 8:12 AM (EDT)

Application for Appointment to Board or Commission

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

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

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

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

Date

07/07/2021

First Name

Amanda

Middle

Rose

Last Name

Defrees

Other name(s) by which you have been known, including maiden names

Amanda Carrillo

Date of Birth

[REDACTED]

Address

910 W Barnes Ave

City

Lansing

State

MI

Zip Code	48910
Email	amanda.defrees@gmail.com
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
-------------	--------

Precinct	[REDACTED]
-----------------	------------

Best Phone Number to Contact You	[REDACTED]
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In what year did you move to Lansing?	2002
--	------

Additional Information Regarding Experience and Credentials	I've lived in Lansing almost 20 years and been in the area for close to 25 years. My husband and I have always lived on the south side and enjoy the diversity that the suburbs don't have. We intentionally started a business on the south side to show some love and be a part of lifting the community up.
--	--

Occupational Background	My day job is working at MSUFCU as a Branch Manager. I've been in the financial institution world for about 15 years and with MSUFCU for the past 4 years.
--------------------------------	--

Educational Background	I have a bachelors degree in Psychology from Cornerstone University.
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Previous Appointments	N/A
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Current Appointments	N/A
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First Choice for Board to Serve on	South Martin Luther King Jr. Boulevard Corridor Improvement Authority
---	---

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.

The 517 Coffee Company is located at 6030 S MLK Blvd in Lansing. I am one of the co-owners of the business along with my husband who is the manager of our coffee shop and the primary coffee roaster. We would like to get involved with MLK Blvd corridor board to help with the initiative to grow this area of town.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.

N/A

This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization

• I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Amanda Defrees

Date & Time

07/07/2021 8:12 AM (EDT)

Receive an email copy of this form.

Yes

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

WHEREAS, federal tax exemption for municipal bonds, dating back to the 1800s and incorporated into the modern tax code in 1913, has been crucial for state and local governments to affordably finance critical infrastructure projects; and

WHEREAS, the tax-exempt municipal bond market is a widely used source of capital for states, local governments, tribes, territories, and non-profit borrowers that finance a tremendous share of the nation's public infrastructure; and

WHEREAS, state and local governments finance about three-quarters of the public infrastructure in the United States and use tax-exempt bonds to do so, with the federal government providing only about one-quarter of the investment; and

WHEREAS, tax-exempt bonds provide for essential infrastructure projects such as roads, bridges, utilities, broadband, water and sewer systems, and hospitals, which are vital to the health and well-being of our community such that without such bonds, the cost of borrowing would be more expensive thereby causing an increase in taxes and fees that would place an undue burden on the taxpayers; and

WHEREAS, the City of Lansing and affiliated governmental corporations have recently saved taxpayers tens of millions of dollars in financing fees by using tax-exempt bonds for major development and infrastructure projects, including the Public Safety Complex, the Ovation Performing Arts Center, and the public infrastructure portion of the Red Cedar Development; and

WHEREAS, the Lansing City Council finds that tax-exempt municipal bonds provide an opportunity for economic development, better facilitate the movement of agriculture products, equipment, and other goods, and increase safety.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council encourages the Michigan Congressional Delegation to support municipalities as well as taxpayers across the state by preserving the tax-exempt status of municipal bonds by supporting and encouraging the protection of the federal tax exemption of municipal bonds.

BE IT FINALLY RESOLVED, that the Lansing City Clerk shall forward this resolution to all members of the Michigan Congressional Delegation.

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

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the City of Lansing submits the Annual Action Plan in order to receive Community Development fund resources, including Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) program funds, for the upcoming fiscal year 2025-2026; and

WHEREAS, the CDBG (\$2,031,586), HOME (\$675,060.31) and ESG (\$181,984) entitlement amount allocated to Lansing for the upcoming fiscal year is \$3,085,584; and

WHEREAS, the City of Lansing estimated amounts of program income (PI) and previous year's (PY) annual funding available for CDBG are \$600,000 (\$500,000 PY, \$100,000 PI) and HOME \$25,000 PI; and

WHEREAS, the total amount of federal funding allocations, program income and previous year's funding equal \$3,513,630.31; and

WHEREAS, pursuant to program requirements, the city has conducted a citizen participation and open review process which has included meetings and public hearings; and

WHEREAS, the City has further promoted participation, input and review in the process by conducting two (2) separate advertised public hearings before the Lansing Planning Commission, one on December 3, 2024, regarding housing and community development needs and one on March 4, 2025, regarding proposed Annual Action Plan program objectives and projected use of Federal entitlement and formula program funds; and

WHEREAS, the Planning Commission recommended to City Council the approval to submit the Annual Action Plan contingent that all proposed activities budgets will be proportionally increased or decreased from the estimated funding levels to match the actual allocation amounts; and

WHEREAS, the City did also initiate and carry out the required thirty (30) day public comment period on the proposed 2025-26 Annual Action Plan by publishing a notice of the availability of the plan in the Lansing City Pulse on March 19, 2025, with a comment period of March 20, 2025 – April 21, 2025; and

WHEREAS, a public hearing was held before the Lansing City Council on April 21, 2025, to again receive citizen comments and recommendations and to give final review to the Annual Action Plan; and

WHEREAS, Federal regulations require the City to make certain certifications and assurances to HUD as a part of the City's application and Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing adopts the Annual Action Plan for the City of Lansing that includes housing and community development goals, objectives, strategies, and budget for the use of community development fund resources for fiscal year 2025-2026 as proposed by the Committee of the Whole; and

BE IT FURTHER RESOLVED that the Mayor, as the City's Chief Executive Officer, or his designee is hereby authorized to sign the Annual Action Plan and application for FY 2025-2026, including all understandings, assurances and certifications contained therein, and to submit the grant application to the Department of Housing and Urban Development; and

BE IT FINALLY RESOLVED that the Mayor or his designee is authorized, as the official representative of the City of Lansing, to set-up budget line items, provide any and all information, to act in connection with the Annual Action Plan application and to execute all agreements, contracts and legal documents, including the agreement between the City and the Department of Housing and Urban Development, to secure CDBG, HOME and ESG funding and implement the Annual Action Plan programs.

CITY OF LANSING, MI

ANNUAL ACTION PLAN JULY 1, 2025 - JUNE 30, 2026

**Prepared for the U.S. Department of Housing and Urban Development
by the City of Lansing, Michigan
Department of Planning and Neighborhood Development
316 N. Capitol Avenue
Lansing, MI 48933-1234**

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Executive Summary



AP-05 Executive Summary

INTRODUCTION

The City of Lansing, Michigan has completed the planning process for the 2025/2026 Annual Action Plan as required by the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan guides the use of city resources to address these needs over a one-year period. Over the past five years (2017-2021), the City received an annual allocation of approximately \$2.0 million Community Development Block Grant (CDBG) funds, \$720,000 in HOME Investment Partnerships Program funds, and \$171,000 in ESG Program funds. The city expects a similar revenue this fiscal year. For the 2025 fiscal year, the City of Lansing expects to receive \$2,031,586 in CDBG funds, \$675,060 in HOME funds, and \$181,984 in ESG funds.

The Annual Action Plan (Plan) is developed in a manner specified by HUD, and the city has followed the prescribed format in completing the plan. The Plan was developed using HUD and U.S. Census data for demographics and housing, input from public meetings, focus groups, a community survey, city planning board meetings, city council meetings, and past program performance. During the planning process, the city conducted one public hearing with the city planning board on December 4, 2024 and held a 30-day public comment period. They plan to hold another before the Planning Board on March 3, . The purpose of this process was to receive citizen input on the current housing and community development needs of the city.

To reiterate: There are four major areas of focus in the Consolidated Plan:

- Housing
- Homelessness
- Non-Housing Community Development
- Non-Homeless Special Needs
-

The Consolidated Plan process requires the city to identify priority needs for each area and prepare an Annual Action Plan to address the priorities. For every priority, there are goals, objectives and strategies established to measure progress. The citizen input was critical in developing the goals, objectives, and strategies of this Consolidated Plan.

This Annual Action Plan presents goals to address the priority needs of the city and the statutory goals established by Federal law:

Decent Housing:

- Assist homeless persons to obtain affordable housing
- Assist persons at risk of becoming homeless
- Retain affordable housing stock
- Increase the availability of affordable housing in standard condition to low- and moderate-income families, particularly to economically disadvantaged persons (and without discrimination on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, disability, gender identity or sexual orientation)
- Increase the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence
- Provide affordable housing that is accessible to job opportunities

A Suitable Living Environment:

Improve the safety and livability of neighborhoods Increase access to quality public and private facilities and services

Expanded Economic Opportunities:

Job creation and retention for low-income persons

Availability of mortgage financing for low-income persons at reasonable rates using nondiscriminatory lending practices

Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing

SUMMARY OF THE OBJECTIVES AND OUTCOMES IDENTIFIED IN THE PLAN NEEDS ASSESSMENT OVERVIEW

The Five-Year Consolidated Plan identifies five goals, along with corresponding objectives and strategies, to address Lansing’s housing and community development needs. These goals are summarized as follows:

GOAL 1: AFFORDABLE HOUSING

Description: Improve availability, quality, and accessibility of affordable housing to persons of low- and moderate-income, protected classes as defined by the Fair Housing Act, and special needs populations throughout the City of Lansing.

GOAL 2: HOMELESSNESS

Description: Help to prevent and reduce homelessness within the City of Lansing.

GOAL 3: PROVISION OF PUBLIC SERVICES AND OTHER NEEDED SERVICES

Description: Provide support and capacity building for public services targeting low- and moderate-income and special needs populations within the City of Lansing, including but not limited to senior programs, youth services, and mental health services.

GOAL 4: PUBLIC FACILITY AND INFRASTRUCTURE IMPROVEMENTS

Description: Enhance the living environment of low- and moderate-income, homeless, and special needs populations through public improvement projects and activities.

GOAL 5: PROGRAM ADMINISTRATION

Description: Planning and administration of the CDBG, HOME, and ESG programs.

EVALUATION OF PAST PERFORMANCE

The previous five years have shown significant progress in the City of Lansing’s efforts to implement HUD entitlement programs. The city complies with HUD regulations and continues to deliver housing and community development services in an efficient manner.

The Department of Economic Development and Planning is a city agency which works to improve the quality of life for City residents and to revitalize neighborhoods by providing decent and safe affordable housing. The Department of Economic Development and Planning oversees implementation of the CDBG HOME, and ESG programs.

The Department of Economic Development and Planning provides an array of housing programs and services providing the foundation needed to aid in promoting homeownership and sustainable neighborhoods:

- Homeowner Emergency Repair Program
- Lead Safe Lansing
- Down Payment Assistance Program
- Housing Rehabilitation

Additionally, the city funds public services activities, such as youth and senior programs, blight removal, the development of affordable housing for both rental and homeownership, economic development, and public facility improvements, such as ADA improvements. The city has been successful in implementing these programs in the past and anticipates the continuation of such programs in the future. The city will use CDBG, HOME, and ESG funds to make these programs successful and to meet the goals and objectives identified in the Consolidated Plan.

SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan's priority needs, goals, and strategies and this Plan's priorities and projects. The development of the Annual Action Plan is a collaborative process that involves interviews with stakeholders and meetings with the public to determine areas of need. As part of this process, the city sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, stakeholder consultation, public meetings, community surveys, and past program performance. In addition, the city consulted with the Lansing Housing Commission, other city departments, the city planning board, and the city council to identify priority needs and develop corresponding strategies.

SUMMARY OF PUBLIC COMMENTS

Based on input and data received through an extensive citizen participation process, the following summarizes the public comments:

Although there are many issues that the public felt are important, there are a few items that were stressed throughout the meeting as being of the highest priority:

- Affordable housing
- Job training and educational programs for youth and young adults (vocational)
- Housing rehabilitation for renters and owners
- Additional homeless shelters and transitional housing
- Expanded mental health programming.

SUMMARY OF COMMENTS OR VIEWS NOT ACCEPTED AND THE REASONS FOR NOT ACCEPTING THEM

All comments received by the City of Lansing were considered and are, generally or specifically, addressed by the Annual Action Plan.

SUMMARY

The Annual Action Plan for fiscal year 2025 identifies priority needs, goals, and strategies to address the City of Lansing's housing and community development needs. These needs were identified through an extensive citizen participation process that involved neighborhood residents, service providers and other community partners. The Annual Action Plan guides the city's use of CDBG, HOME, and ESG funds through five goals. These goals are summarized as Affordable Housing, Homelessness, Provision of Public Services and Other Needed Services, Public Facility and Infrastructure Improvements, and Program Administration. Over the next year, the City of Lansing will continue to deliver housing and community development services through housing programs, public works, as well as through partnerships with an array of public service providers.

The Process



PR-05 Lead & Responsible Agencies

AGENCY/ENTITY RESPONSIBLE FOR PREPARING/ADMINISTERING THE CONSOLIDATED PLAN

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

TABLE 1: RESPONSIBLE AGENCIES

Agency Role	Name	Department/Agency
Lead Agency	CITY OF LANSING	Department of Economic Development and Planning

Table 1 – Responsible Agencies

NARRATIVE

The City of Lansing, Michigan is the lead agency responsible for overseeing the development of the Annual Action Plan. The Department of Economic Development and Planning is the internal department that is responsible for the day-to-day administration of Community Development Block Grant (CDBG), HOME, and for the ESG funding the grant manages.

The development of the 2025 Annual Action Plan was based on the current 2022 - 2026 Consolidated Plan and other studies, plans and reports that have been prepared in recent years. Some of the primary documents include the previous City of Lansing Consolidated Plan, Lansing Parks and Recreation Master Plan, January 2020 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations report (PIT counts), and the City of Lansing Form-Based Zoning Code and Building Codes, among others.

To maximize citizen participation, staff along with a consultant (Wade Trim) conducted outreach through a series of public notices, hearings, and focus groups, as well as a community questionnaire. As

part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Annual Action Plan.

CONSOLIDATED PLAN PUBLIC CONTACT INFORMATION

Inquiries, comments, or complaints concerning the Annual Action Plan, any amendments, or performance reports, can be conveyed by contacting city staff at:

City of Lansing

Department of Economic Development and Planning

316 N Capitol Avenue, Suite D-1

Lansing, Michigan 48933

Telephone: (517) 483-4040

Business hours: 8:00 a.m. – 5:00 p.m., Monday through Friday.

Inquiries, comments, or complaints on the programs may also be offered at the public hearings. Written responses to all written complaints may also be made to the Detroit Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

U.S. Department of Housing and Urban Development

Detroit Field Office

McNamara Federal Building

477 Michigan Avenue

Detroit, Michigan 48226

Telephone: (313) 226-7900

Fax: (313) 226-5611

AP-10 Consultation

SUMMARY OF THE JURISDICTION'S ACTIVITIES TO ENHANCE COORDINATION BETWEEN PUBLIC AND ASSISTED HOUSING PROVIDERS AND PRIVATE AND GOVERNMENTAL HEALTH, MENTAL HEALTH AND SERVICE AGENCIES

Institutional coordination of the Consolidated Plan, and thus the Annual Action Plan, establishes a unified vision for community development. The city uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level.

The city will execute this Plan in harmony with public, private, and nonprofit agencies. Nonprofit agencies may include, but are not limited to, service providers and community housing development organizations. Private sector partners may include, but are not limited to, local financial institutions, developers, and local businesses. The city works closely with its partners to design programs that address identified needs.

Table 2 outlines the types of agencies and organizations consulted throughout the program year and during the development of the City of Lansing Annual Action Plan. Organizations invited to participate included the Holy Cross Services of Lansing, Ingham County Department of Health and Human Services, Michigan Department of Health and Human Services, Habitat for Humanity Capital Region, Lansing Community College, The Davies Project, End Violent Encounters, Poor People's Campaign, Haven House, Disability Appeals Advocates, Offender Success, Strong Start Healthy Start, and Lansing City Departments, among others.

DESCRIBE COORDINATION WITH THE CONTINUUM OF CARE AND EFFORTS TO ADDRESS THE NEEDS OF HOMELESS PERSONS (PARTICULARLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS, AND UNACCOMPANIED YOUTH) AND PERSONS AT RISK OF HOMELESSNESS

The city coordinated with the City of Lansing Human Relations and Community Services department, the Lansing Housing Commission (the Collaborative Applicant for the CoC), and HUD (PIT) homeless counts to determine the extent of and identified needs. This consultation was pivotal in preparing the Needs

Assessment and Strategic Plan components of the Consolidated Plan, which inform the priorities and projects of this Annual Action Plan.

DESCRIBE CONSULTATION WITH THE CONTINUUM(S) OF CARE THAT SERVES THE JURISDICTION'S AREA IN DETERMINING HOW TO ALLOCATE ESG FUNDS, DEVELOP PERFORMANCE STANDARDS AND EVALUATE OUTCOMES, AND DEVELOP FUNDING, POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF HMIS.

The Capital Region Housing Collaborative (CRHC) (formerly the Greater Lansing Homeless Resolution Network (GLHRN) is the Continuum of Care for the City of Lansing and works in cooperation with the Michigan State Housing Development Authority (MSHDA). The CRHC actively participates in monthly regional meetings. Topics include discussion of current and future funding. Opportunity is given to share best practices, review progress in 10-Year Plans to End Homelessness, address obstacles to meeting the need, and make policy recommendations. MSHDA also convenes statewide meetings where two State representatives attend. The State representatives are voted from regional group. The CoC funds HMIS support for Haven House and utilizes technical support from the Michigan Coalition against Homelessness.

In addition, the City of Lansing Department of Economic Development and Planning supports the CoC Board and is involved in the discussion of how to allocate ESG funds. Part of these meetings includes the development and implementation of the ESG performance standards. The CoC Board receives HMIS data reports monthly for each agency participating in the system. There is also a monthly CQI meeting to look at the HMIS process. The HMIS sharing agreement was recently updated to accommodate the new veterans' initiatives in the state and county. Along with weekly quality reviews the CQI/HMIS is monitored by a legal professional as chair of the committee.

Lansing works in cooperation with HUD to support their annual funding to the CoC. Capital Region Housing Collaborative has a CQI committee that reviews annual performance data; Finance committee that oversees annual grant application process; Special Populations committee that plans around certain sub-pop needs (e.g., veteran, LGBT, family, etc.); and a Coordinated Entry committee that prioritizes need. Additionally, MSHDA formed Regional Housing Partnership networks, of which, City and our CoC are members of Region I (Ingham, Clinton, and Eaton counties). Region I has an "Ending Homelessness" committee that the City regularly attends and actively supports the state's housing plan.

TABLE 2: AGENCIES, GROUPS, ORGANIZATIONS AND OTHERS WHO PARTICIPATED IN THE PROCESS AND CONSULTATIONS

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
City of Lansing	Other Government - Local	Needs Assessment/Market Analysis/Strategic Plan/Annual Action Plan	Public Meeting/Phone/Email/Internet Outreach/Coordination
Lansing Housing Commission	Housing PHA Services - Housing Services - homeless Service - Fair Housing	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Phone/Email
Michigan State Housing Development Authority	Housing Services - Housing Service - Fair Housing Other government - State Community Development and Revitalization, Supportive Housing	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Email/Internet Outreach
Eastside Neighborhood	Neighborhood Organization	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Ingham County Land Bank	Housing	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach
Holy Cross Services/New Hope Community Center	Services - Homeless	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach
Consumers Energy	Other - Utility Provider	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Ingham County Department of Health and Human Services	Other Government - County	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Legal Services of South-Central Michigan	Other - Legal Services, Services - Homeless, Services - Victims of Domestic Violence	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
City Rescue Mission	Services - Homeless	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Michigan Department of Health and Human Services	Services - Housing Services - Children Services - Health Services - Education Health Agency Other government - State	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Email/Internet Outreach

Lansing Community College	Services - Education	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Habitat for Humanity Capital Region	Housing	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Email/Coordination
Capital Region Housing Collaborative	Services - Housing Services - Persons with Disabilities Services - Persons with HIV/AIDS Services - Victims of Domestic Violence Services - homeless	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Email/Coordination
The Davies Project	Services - Health Services - Children Services - Persons with Disabilities	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Michigan Women Forward	Services - Employment Business Leaders	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach
St. Vincent De Paul	Services - Homeless	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Capital Area Housing Partnership	Regional organization, Other - Non-Profit	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Email/Internet Outreach/Coordination
End Violent Encounters (EVE, Inc.)	Services - Victims of Domestic Violence	Needs Assessment/Strategic Plan	Public Meeting/Email/Internet Outreach
Blue Cross Complete	Services - Health	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Lansing School District	Other - School District, Services - Education	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Poor People's Campaign	Other - Advocacy Organization	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Haven House	Services - Homeless	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Meridian Township	Other Government – Local	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Disability Appeals Advocates	Services - Persons with Disabilities Other - Legal Services	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Offender Success by Michigan Department of Corrections	Other - Community Re-entry programming	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Strong Start Healthy Start	Services - Health	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Lansing Economic Area Partnership	Regional Organization Planning Organization Other – Economic Development	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Michigan Economic Development Corporation	Regional organization, Planning Organization	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting
Michigan Foreclosure Task Force	Regional organization	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach

Lansing Area Aids Network	Services - Persons with HIV/AIDS	Needs Assessment/Strategic Plan	Email/Internet Outreach
Capital Area Center for Independent Living	Services - Persons with Disabilities	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach
National Council on Alcoholism	Services - Persons with Disabilities	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach
Tri-County Regional Planning Commission	Regional organization Planning organization	Needs Assessment/Market Analysis/Strategic Plan	Coordination/Internet Outreach/Email
Tri-County Office on Aging	Services - Elderly Persons	Needs Assessment/Market Analysis/Strategic Plan	Email/Internet Outreach
City of East Lansing	Service - Fair Housing Other government - Local Planning organization	Needs Assessment/Market Analysis/Strategic Plan	Email/Coordination
Advent House	Housing Services - Housing Services - Homeless Services - Education Services - Employment	Needs Assessment/Market Analysis/Strategic Plan	Public Meeting/Email

Table 2 – Agencies, groups, organizations who participated

IDENTIFY ANY AGENCY TYPES NOT CONSULTED AND PROVIDE RATIONALE FOR NOT CONSULTING

The City of Lansing seeks input from a wide variety of agencies. Agencies indicated in **Table 2** were notified of document availability and public meetings.

DESCRIBE COOPERATION AND COORDINATION WITH OTHER PUBLIC ENTITIES, INCLUDING THE STATE AND ANY ADJACENT UNITS OF GENERAL LOCAL GOVERNMENT, IN THE IMPLEMENTATION OF THE CONSOLIDATED PLAN (91.215(L))

The City of Lansing coordinates with adjacent units of government (i.e., Lansing township, Eaton County, Delhi township, City of East Lansing) regarding planning issues and/or other common/regional issues. In addition, city staff continues to collaborate with various State departments such as Michigan State Housing Development Authority, Department of Transportation, etc. on similar issues including the development of the Consolidated Plan/Annual Action Plan.

At a minimum, implicit in these goals is the city's commitment to providing coordinated community, housing, and supportive services to its low-income residents. These services are provided through partnerships with governmental and quasi-governmental agencies, as well as respective planning efforts shown in **Table 3**. The City of Lansing will continue to encourage building partnerships between

governments, lenders, builders, developers, real estate professionals, and advocates for low-income persons. The City of Lansing will continue to work with the building industry, banking industry, real estate industry, social service providers and other community groups to promote the development of affordable housing and related housing services. Many of the programs and activities that will be carried out by the city during this program year, and in the future, will involve coordination with partner agencies and organizations.

TABLE 3: OTHER CONSULTATIONS & COORDINATION

Name of Plan	Lead Organization	Coordination
Continuum of Care	Homeless Service Providers/City of Lansing	Public Meeting/Coordination/Action Plan Involvement
Public Housing – Action Plan	Lansing Housing Commission	Public Meeting/Coordination/Action Plan Involvement
Mid-Michigan Program for Greater Sustainability	Tri-County Regional Planning Commission	Public Meeting/Coordination/Action Plan Involvement
Consolidated/Annual Action Plan	Michigan State Housing Development Authority	Public Meeting/Coordination/Action Plan Involvement
City of Lansing Comprehensive Master Plan	City of Lansing	Public Meeting/Coordination/Action Plan Involvement

Table 3 – Other Consultations & Coordination

AP-12 Citizen Participation

SUMMARY OF CITIZEN PARTICIPATION PROCESS/EFFORTS MADE TO BROADEN CITIZEN PARTICIPATION

The development of the Annual Action Plan requires extensive citizen participation. For the 2025 Annual Action Plan, the City of Lansing underwent an in-depth citizen participation process. HUD requires local jurisdictions to provide for citizen participation which encourages the development of the Annual Action Plan in cooperation with residents from every walk of life. HUD believes it is important to obtain the views of residents who live within CDBG eligible areas, as well as service providers who deliver services to low-income and special needs residents.

The following section describes the public participation process that was completed for the City of Lansing, Michigan 2025 Annual Action Plan. A summary of the public participation process is shown in **Table 4**.

TABLE 4: CITIZEN PARTICIPATION OUTREACH

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Hearing #1	Non-Targeted/Broad Community	March 5, 2024 – Planning Board Meeting	- Two attendees stated that the city should focus more attention and resources on addressing the digital divide i.e. training, internet assistance, funding for hardware etc. - Continue to provide support for both homeowner and rental rehabilitation programs. - Consider an increase in Down Payment Assistance due to the affordability issues. - Support for shelters. - Consider adding addition resources into blight removal as this is an important issue for the City.	All comments considered and addressed.
30-Day Public Comment Period	Non-Targeted/Broad Community	March 14, 2024 – April 15, 2024	No comments received.	All comments considered and addressed.
Public Hearing #2	Non-Targeted/Broad Community	April 15, 2024	No comments received.	All comments considered and addressed.
Public Meeting #3 – Adoption at City Council	Non-Targeted/Broad Community	June 24, 2024	TBD	All comments considered and addressed.

Table 4 – Citizen Participation Outreach

Although there are many issues that attendees felt are important, there are a few needs that were stressed throughout the meetings as being of the highest priority:

- Job training and educational programs for youth and young adults

- Blight elimination/code enforcement
- Homeless shelters for transitional housing and rapid re-housing
- Housing rehabilitation and affordability
- Youth programs and services
- Sidewalk repair and accessibility improvements

SUMMARIZE CITIZEN PARTICIPATION PROCESS AND HOW IT IMPACTED GOAL-SETTING

Comments and concerns raised during the citizen participation process were taken into consideration when developing this Annual Action Plan. The development of priority needs, goals, and strategies were a result of the public process during the development of the Consolidated Plan. This was a collaborative process that involved discussions with stakeholders and meetings with the public to determine areas of need. As part of this process, the city sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, non-profit agency meetings, community survey and past program performance. In addition, the city consulted with various city departments to identify priority needs and develop corresponding strategies. The strategies described below were developed as part of the 2022 – 2026 Consolidated Plan. The corresponding needs were also identified using information collected during the Consolidated Plan public process. Together, with information collected during the development of this plan, they work to inform the priorities and proposed projects for this Annual Action Plan. Complete summaries and minutes of the meetings and surveys are included in the Appendix to this document.

Housing Strategy

Housing strategies were determined by using housing data provided by HUD and the U.S. Census Bureau. Customized HUD data is available to help communities evaluate housing and homeless needs. Complete summaries of this data are available in the Needs Assessment and Market Analysis section, as the Appendix to this document.

In addition, the city has a long and successful history of administering numerous housing programs and meeting housing needs. Several housing programs, particularly housing rehabilitation activities, have been underway for many years and provide good value to the community. In general, housing programs

receive emphasis in the City of Lansing due to the large, ongoing need for housing services, as supported by survey results previously stated.

Homeless Strategy

Homeless strategies were developed in several ways. The city worked closely with the Continuum of Care, which is the Capital Region Housing Collaborative (CRHC) – (formerly the Greater Lansing Homeless Resolution Network – GLHRN) and consists of several homeless and housing service providers addressing the needs of the homeless population in this community through coordinated resources and services. The city worked with these organizations to obtain the latest point-in-time counts of the homeless population. The Capital Region Housing Collaborative is the lead agency for homeless services and represents agencies that implement homeless services. The city also utilized data from HUD that details homelessness. Finally, the city met and invited service providers to public meetings to determine what assistance was most needed and to identify gaps in existing services.

Community and Economic Development Strategy

Community and Economic Development strategies were determined through a community survey, community meetings, meetings with staff and internal departments, and review of current planning activities. The city is working to leverage other planning efforts with funding opportunities where possible.

Non-Housing Special Needs

Non-Housing Special Needs were determined through meetings with service providers, City staff, HUD data and surveys. As with the homeless and housing areas, HUD and the U.S. Census Bureau provide data on Special Needs populations. In addition, there are service providers that are knowledgeable about Special Needs populations and were able to provide valuable information.

Annual Action Plan

AP-15 Expected Resources

INTRODUCTION

The Annual Action Plan identifies the federal, state, local and private resources expected to be available to the City of Lansing to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **SP-35** of the 2022 – 2026 Consolidated Plan.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. The city expects a similar revenue this fiscal year. For the 2025 fiscal year, the City of Lansing expects to receive \$2,031,586 in CDBG funds, \$675,060 in HOME funds, and \$181,984 in ESG funds. Program income and previous years funding is expected for the 2025/2026 program year, totaling \$2,631,586 in CDBG funding and \$700,060 in HOME funding. CDBG funds will be used for housing and community development activities such as housing rehabilitation, blight elimination, public services, business technical assistance, and administration of the city's CDBG program. HOME funds will be used to support Community Housing Development Organizations (CHDOs), down payment assistance, homeowner housing construction and repairs, and administration. ESG funds will be used for homelessness prevention, street outreach, and overnight shelter operations, HMIS support, as well as administration.

Anticipated resources are summarized in **Table 5**.

TABLE 5: ANTICIPATED RESOURCES

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public – Federal	Acquisition; Economic Development; Housing; Public Improvements; Public Services; Administration/Planning	\$2,031,586	\$100,000	\$500,000	\$2,631,586	\$5,333,333	Additional resources for leveraging may include State and Federal grants, City Departments, public or social service providers, or other sources.
HOME	Public – Federal	Acquisition; Homebuyer Assistance; Homeowner Rehab; Multifamily rental new construction; Multifamily rental rehab; New Construction for ownership; TBRA	\$675,060	\$25,000	\$0	\$700,060	\$1,920,000	Additional resources for leveraging may include State and Federal grants, partner housing providers, or other sources.
ESG	Public – Federal	Conversion and rehab for transitional housing; Financial Assistance; Overnight shelter; Rapid re-housing (rental assistance); Rental Assistance; Services;	\$181,984	\$0	\$0	\$181,984	\$456,000	Additional resources for leveraging may include other local, state and federal grants, partner housing providers, or other sources.

HUD FY 2024 Formula Allocations

Table 5 – Anticipated Resources

The Annual Action Plan must summarize the city's priorities and the specific goals it intends to initiate and/or complete within the third year of the Strategic Plan. These goals must be described in quantitative terms. The City of Lansing has selected goal outcome indicators and quantities based on the anticipated performance measures of the 2025 Annual Action Plan. See **Table 6 and Table 7**.

EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED

The city will look to leverage funds, if available, from State and Federal grants, city departments (e.g., Public Works, Parks and Recreation), public or social service providers, or other sources against CDBG, HOME, and ESG dollars. The city will look to leverage funds, if available, from Community Housing Development Organizations (CHDOs), Lansing Housing Commission (LHC), or other agencies and programs. The City shall assure that the requirements as it relates to non-federal share will be utilized as referenced in 24 CFR 570.201 (3) (g), for any project in which CDBG funding is used as the non-federal match. In the future, the city will continue, as necessary, to pursue funding from private, public, and federal sources to complete both our economic and community development needs. Matching requirements for the ESG funds will come from the City Human Services General Funds in grants made directly to the sub-recipients, primarily to enhance emergency shelter and prevention services.

IF APPROPRIATE, DESCRIBE PUBLICALLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN

Not applicable.

DISCUSSION

The City of Lansing's anticipated funding allocation from CDBG, HOME, and ESG will address many of the city's goals, including housing, homelessness, non-homeless special needs, and community development. The city is fortunate to have a network of public and social service providers and other city departments to help address these goals through financial leveraging, coordination, and collaboration.

AP-20 Annual Goals and Objectives

TABLE 6: GOALS SUMMARY INFORMATION

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2025	2026	Affordable Housing	Citywide LMI Benefit	Preserve and maintain existing housing; Increase supply of affordable housing; general housing assistance/accessibility; Fair housing choice and equitable access for protected classes; Public Housing	CDBG - \$1,991,111 HOME - \$632,554	21 Homeowner Housing Rehabilitated 28 Rental units rehabilitated 6 Direct Financial Assistance to Homebuyers 4 Homeowner Housing Added
2	Homelessness	2025	2026	Homeless	Citywide LMI Benefit	Homeless Prevention assistance; Shelter Facilities and operations	ESG - \$169,246	700 Homeless Person Overnight Shelter 300 Homelessness Prevention
3	Provision of Public Services and Other Needed Services	2025	2026	Non-Homeless Special Needs	Citywide LMI Benefit	Senior Programs; Youth Services; Mental health services; Capacity building and organization development; Technical Assistance	CDBG - \$233,158*	22 Other (Economic Development) 85,795 Public service activities other than Low/Moderate Income Housing Benefit 30 Public service activities for Low/Moderate Income Housing Benefit
4	Public Facility and Infrastructure Improvements	2025	2026	Non-Housing Community Development	Citywide LMI Benefit	ADA improvements; Neighborhood clean-up; Code Enforcement/Blight Elimination; Public Improvements	CDBG - \$1,000	1 Buildings Demolished
5	Program Administration	2025	2026	Program Administration	Citywide LMI Benefit	Program Administration [Indirect Need]	CDBG - \$406,317 HOME - \$67,506 ESG - \$12,738	N/A

Table 6 – Goals Summary Information

*Other needed services include \$30,000 in Economic Development activities, which are not included as a Public Service activity.

TABLE 7: GOAL DESCRIPTIONS

1	Goal Name	Affordable Housing
	Goal Description	Improve availability, quality, and accessibility of affordable housing to persons of low- and moderate-income, protected classes as defined by the Fair Housing Act, and special needs populations throughout the City of Lansing. CDBG - \$1,991,111 HOME - \$632,554
2	Goal Name	Homelessness
	Goal Description	Provide emergency shelter to homeless persons; provide street outreach to homeless youth; provide prevention services to at-risk persons at imminent risk of loss of housing; provide HMIS services to the CoC and sub-recipients. ESG - \$169,246
3	Goal Name	Provision of Public Services & Other Needed Services
	Goal Description	Provide support and capacity building for public services targeting low- and moderate-income and special needs populations within the City of Lansing, including, but not limited to, senior programs, youth services, and mental health services. CDBG - \$233,158* *Other needed services include \$30,000 in Economic Development activities, which are not included as a Public Service activity.
4	Goal Name	Public Infrastructure & Public Improvements
	Goal Description	Enhance the living environment of low- and moderate-income, homeless, and special needs populations through public improvement projects and activities. CDBG - \$1,000
6	Goal Name	Program Administration
	Goal Description	Program administration is required to implement the City's five (5) goals. Program administration addresses all outcomes, objectives, and priority needs. CDBG - \$406,317 HOME - \$67,506 ESG - \$12,738

Table 7 – Goal Descriptions

AP-35 Projects

INTRODUCTION

The City of Lansing's planned actions for the 2025 Annual Action Plan are intended to support housing and general community development for low- and moderate-income populations as well as homeless and special needs groups within the city.

The city will continue to operate its CDBG, HOME, and ESG programs through the Economic Development and Planning Department, which will continue to provide funding for the Emergency Repair program, ownership, and counseling in partnership with service providers. These actions will further the goal of improving the availability and accessibility of affordable housing in the City of Lansing.

As in the past, the city will continue to coordinate with public or social service providers to prevent homelessness and promote access to public services for special needs populations generally assumed to be low- and moderate-income. During the 2025 program year, the city will fund activities that address the needs of the homeless and non-homeless special needs populations such as at-risk youth and seniors.

Planned public facility and infrastructure activities include slum and blight removal to enhance the living environment for people living in low- and moderate-income neighborhoods. In the event of an emergency, CDBG funds may be redirected to assist low- and moderate income residents as appropriate.

The City of Lansing's planned actions for the 2025 Annual Action Plan are summarized in **Table 8 and Table 9**.

TABLE 8: PROJECT INFORMATION

#	Project Name
1	Homeowner Emergency Repair Program (CDBG)
2	Rental Unit Rehabilitation (CDBG)
3	Blight Removal (CDBG)
4	Public Services (CDBG)
5	Economic Development & Business Technical Assistance (CDBG)
6	Planning & Administration (CDBG)
7	Down Payment Assistance (HOME)
8	Homeowner Housing Construction & Homebuyer Repairs (HOME)
9	CHDO Set Aside (HOME)
10	CHDO Operating (HOME)
11	Planning & Administration (HOME)
12	Homelessness Prevention, Street Outreach, HMIS, and Shelter Operations (ESG)
13	Planning & Administration (ESG)

Table 8 – Project Information

DESCRIBE THE REASONS FOR ALLOCATION PRIORITIES AND ANY OBSTACLES TO ADDRESSING UNDERSERVED NEEDS

The allocation priorities are focused on the five goals of the Strategic Plan: affordable housing, homelessness, provision of public services and other needed services, public facility and infrastructure improvements, and program administration. It is important to note that total funding for public services is capped at 15% of the total CDBG allocation. Total funding for activities related to administration is capped at 20% for CDBG and 10% for HOME. All ESG funding for activities related to administration is capped at 7.5%.

<u>Strategic Plan Goal</u>	<u>CDBG (% of Total Award)*</u>
Program Administration:	\$406,317 (15.4%)
Affordable Housing:	\$1,991,111 (75.6%)
Provision of Public Services and other Needed Services:	\$233,158 (8.8%)
Economic Development (other needed service):	\$30,000 (1.1%)
Public Facility/Infrastructure Improvements:	\$1,000 (0%)

**Program administration cap is 20% of the estimated allocation plus available program income. Totals may not equal 100% due to rounding. Other needed services include economic development activities, which are not included as a public service (matrix code activity 18C).*

<u>Strategic Plan Goal</u>	<u>HOME (% of Total Award)</u>
Program Administration:	\$67,506 (9.6%)
Affordable Housing:	\$632,554 (90.4%)

<u>Strategic Plan Goal</u>	<u>ESG (% of Total Award)</u>
Program Administration:	\$12,738(6.9%)
Homelessness Activities:	\$169,246 (93.1%)

The city's primary obstacle to meeting underserved needs is a lack of funding. In recent years, spurred by a nation-wide recession and the COVID-19 pandemic, reduced revenues have plagued all levels of government (federal, state, and local). These reduced revenues have hindered the city's ability to meet the needs of low-income residents. Another obstacle to meeting underserved needs is the generally

increasing demand for public services that is placing an additional burden on public service agencies within the city.

AP-38 Project Summary

TABLE 9: PROJECT SUMMARY INFORMATION

1	Project Name	Homeowner Housing Rehabilitation (CDBG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Affordable Housing
	Needs Addressed	Preserve and Maintain Existing Housing; Increase Supply of Affordable Housing, General Housing Assistance/Accessibility
	Funding	CDBG: \$1,457,614
	Description	Loans and grants for rehabilitation and Emergency Repair of owner-occupied housing units through city sponsored programs, and rehabilitation in conjunction with affordable housing efforts sponsored by nonprofit housing corporations, public and private developers, and other state and federal agencies, as well as lead hazard reduction, emergency housing rehabilitation, technical assistance to nonprofit housing corporations, ADA ramps, and hazard remediation.
	Planned Activities	14A Rehabilitation
	Goal Outcome Indicator	Homeowner Housing Rehabilitated 21 Household Housing Units
2	Project Name	Rental Unit Rehabilitation (CDBG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Affordable Housing
	Needs Addressed	Preserve and Maintain Existing Housing, Increase Supply of Affordable Housing, General Housing Assistance/Accessibility
	Funding	CDBG: \$533,497
	Description	Includes loans and grants for rehabilitation of rental housing units through city sponsored programs. Includes funds to meet healthy housing standards and/or lead hazard reduction regulations in rehabilitated structures.
	Planned Activities	14A Rehabilitation
	Goal Outcome Indicator	Rental Units Rehabilitated 28 Household Housing Units
3	Project Name	Blight Removal (CDBG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Public Facility and Infrastructure Improvements
	Needs Addressed	Public Improvements, Code Enforcement/Blight Elimination
	Funding	CDBG: \$1,000
	Description	Includes acquisition, maintenance and security of properties acquired through programs, and activities related to acquisition, disposition, relocation and clearance of dilapidated and blighted structures. Funds may also be used to acquire and clear properties in the flood plain. Includes staff time associated with this activity.
	Planned Activities	01 Acquisition; 04 Clearance and Demolition

	Goal Outcome Indicator	Buildings Demolished 1 Building
4	Project Name	Public Services (CDBG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Provision of Public Services and Other Needed Services
	Needs Addressed	Senior Services, Youth Services, Mental Health Services, Capacity Building and Organization Development, Economic Development & Business Technical Assistance, ADA Improvements
	Funding	CDBG: \$203,158
	Description	Includes services for low- and moderate-income individuals such as: education, youth and senior programs, neighborhood clean-ups, community gardens, home repair classes. Services are for low- and moderate-income individuals and/or those in CDBG-eligible areas located within the Lansing city limits.
	Planned Activities	05A Senior Services; 05D Youth Services; 05O Mental Health Services; 05V Neighborhood Clean-ups; 05U Housing Counseling; 05X Housing Information and Referral Services
	Goal Outcome Indicator	Public Service Activities other than Low/Moderate Income Housing Benefit 85,795 Persons Assisted Public Service Activities for Low/Moderate Income Housing Benefit 330 Households Assisted
5	Project Name	Economic Development & Business Technical Assistance (CDBG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Provision of Public Services and Other Needed Services
	Needs Addressed	Technical Assistance
	Funding	CDBG: \$30,000
	Description	Loans, technical assistance and training to low- and moderate-income owners of and persons developing micro-enterprises within or planning to locate within the Lansing city limits. Technical assistance to individuals and for-profit businesses including workshops, technology assistance, and façade improvement loans/grants. Creation of jobs to benefit low and moderate-income City of Lansing residents. Technical assistance to individuals and for-profit businesses including workshops, technology assistance, façade improvement loans/grants, market analysis, business promotion, referrals for the attraction of new business and expansion of existing business within CDBG-eligible areas of Lansing.
	Planned Activities	18B Economic Development: Technical Assistance; 18C Micro-Enterprise Assistance
	Goal Outcome Indicator	Other (Economic Development) 22 Other
6	Project Name	Planning & Administration (CDBG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Program Administration
	Needs Addressed	Program Administration [Indirect Need]
	Funding	CDBG: \$406,317
	Description	City of Lansing CDBG Administration (2024)
	Planned Activities	21A General Program Administration
	Goal Outcome Indicator	Other 0 Other

7	Project Name	Down Payment Assistance (HOME)
	Target Area	Citywide LMI Benefit
	Goals Supported	Affordable Housing
	Needs Addressed	General Housing Assistance/Accessibility, Fair Housing Choice and Equitable Access for Protected Classes
	Funding	HOME: \$100,000
	Description	Funds provided to homebuyers for down payment and closing costs for purchase of a single-family home located within the Lansing city limits. Up to \$10,000 will be available as a 0% interest second mortgage for homebuyers with income at or below 80% of median income. May include staff time and/or homeownership counseling fees associated with this activity.
	Planned Activities	05R Down Payment Assistance
	Goal Outcome Indicator	Direct Financial Assistance to Homebuyers 6 Households Assisted
8	Project Name	Homeowner Housing Construction & Homebuyer Repairs (HOME)
	Target Area	Citywide LMI Benefit
	Goals Supported	Affordable Housing
	Needs Addressed	Increase Supply of Affordable Housing
	Funding	HOME: \$397,543
	Description	Includes funds for loans and grants for housing construction and rehabilitation with non-profit and for-profit developers, including CHDOs. HOME funds allocated for housing developed in partnership with the city, including Supportive Housing Program (SHP) and Acquisition, Development and Resale (ADR) activities. Projects may include new construction and rehabilitation activities with non-profit and for-profit developers, including CHDOs. Funds may be used for staff time associated with these activities.
	Planned Activities	12 I Construction of Housing
	Goal Outcome Indicator	Homeowner Housing Added 4 Household/Housing Units
9	Project Name	CHDO Set Aside (HOME)
	Target Area	Citywide LMI Benefit
	Goals Supported	Affordable Housing
	Needs Addressed	Increase Supply of Affordable Housing
	Funding	HOME: \$101,258
	Description	Reserved for housing developed, sponsored or owned by CHDOs in partnership with the city.
	Planned Activities	21 I CDBG Funding of HOME CHDO Operating Expenses
	Goal Outcome Indicator	Homeowner Housing Added 1 Household/Housing Units
10	Project Name	CHDO Operating (HOME)
	Target Area	Citywide LMI Benefit
	Goals Supported	Affordable Housing

	Needs Addressed	Increase Supply of Affordable Housing
	Funding	HOME: \$33,753
	Description	Funds reserved at option of the city to provide operating funds to CHDO' utilizing the city's HOME funds to produce affordable housing in the community.
	Planned Activities	21 I CDBG Funding of HOME CHDO Operating Expenses
	Goal Outcome Indicator	Other 0 Other
11	Project Name	Planning & Administration (HOME)
	Target Area	Citywide LMI Benefit
	Goals Supported	Program Administration
	Needs Addressed	Program Administration [Indirect Need]
	Funding	HOME: \$67,506
	Description	City of Lansing HOME Administration (2024)
	Planned Activities	21A General Program Administration
	Goal Outcome Indicator	Other 0 Other
12	Project Name	Homelessness Prevention, Street Outreach, HMIS, and Shelter Operations (ESG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Homelessness
	Needs Addressed	Homeless Prevention Assistance, Shelter Facilities & Operations, Transitional Housing
	Funding	ESG: \$169,246
	Description	Street outreach activities, homelessness prevention activities, funding for the HMIS and comparable database costs, and funds for shelter providers to cover cost of maintenance, operations, insurance, utilities, and furnishings in shelter facilities.
	Planned Activities	Homelessness Prevention Activities
	Goal Outcome Indicator	Homeless Person Overnight Shelter 700 Persons Assisted Homelessness Prevention 300 Persons Assisted
13	Project Name	Planning & Administration (ESG)
	Target Area	Citywide LMI Benefit
	Goals Supported	Program Administration
	Needs Addressed	Program Administration [Indirect Need]
	Funding	ESG: \$12,738
	Description	City of Lansing ESG Administration (2024)
	Planned Activities	21A General Program Administration
	Goal Outcome Indicator	Other 0 Other

Table 9 – Project Summary Information

AP-50 Geographic Distribution

DESCRIPTION OF THE GEOGRAPHIC AREAS OF THE ENTITLEMENT (INCLUDING AREAS OF LOW-INCOME AND MINORITY CONCENTRATION) WHERE ASSISTANCE WILL BE DIRECTED

For the 2025 Annual Action Plan, City of Lansing will direct assistance to low- and moderate-income areas throughout the city. Assistance will also be made available citywide to persons meeting the CDBG eligibility requirements for low- and moderate-income benefit.

TABLE 10: GEOGRAPHIC DISTRIBUTION

Target Area	Percentage of Funds
Citywide LMI Benefit	100%

Table 10 – Geographic Distribution

RATIONALE FOR THE PRIORITIES FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY

The City of Lansing reviews statistical information on annual basis for all city neighborhoods that have been determined to have at least 51% of its population with low and moderate incomes (80% of the Area Median Income).

DISCUSSION

Lansing has identified 13 projects to implement the five goals of the Strategic Plan during the third year of the 2022 - 2026 Consolidated Plan. These projects benefit low- and moderate-income persons citywide.

AP-55 Affordable Housing

INTRODUCTION

As stated previously, the city of Lansing places a high priority on providing homeownership opportunities, as well as ensuring there is affordable, safe, and decent housing stock within the city. This goal shall be addressed primarily through the preservation and maintenance of existing housing by funding rehabilitation projects for homeowners and rental units. Additionally, affordable housing will be achieved, in part, by local organizations/developers that construct new, modestly priced, affordable houses, or repair existing houses for resale to lower-income, first-time homebuyers. In addition, the jurisdiction shall seek creative ways in which we can provide affordable housing opportunities and a means for obtaining such for broader populations. In the past, the City of Lansing has achieved this goal through investing and supporting the development of Permanent Supportive Housing units for Walter French and Hillsdale Place developments. Some of these units are specifically reserved for homeless populations.

The Annual Action Plan must specify goals for the number of homeless, non-homeless, and special needs households to be supported within the program year. These numbers are shown in **Table 11** and are inclusive of the affordable housing activities shown in **Table 7**, in addition to other planned housing activities identified in **Table 9**. **Table 12** indicates the number of households to be supported through specific activities, including rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. For the purposes of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. This section replaces the former HUD Table 3B.

TABLE 11: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT REQUIREMENT

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	59
Special Needs	0
Total	59

Table 11 – One Year Goals for Affordable Housing by Support Requirement

TABLE 12: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT TYPE

One Year Goals for the Number of Households Supported Through:	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	49
Acquisition of Existing Units	0
Total	53

Table 12 – One Year Goals for Affordable Housing by Support Type

DISCUSSION

The city will rely on various partners throughout the jurisdiction, and county in assisting its residents in obtaining affordable housing. It also relies on the following city-run programs: Homebuyer housing repairs/down payment assistance; owner-occupied rehabilitation emergency repair loans; and rental-unit rehabilitation. The city intends to assist 21 households through the homeowner rehabilitation program, 28 households through rental rehabilitation program, 6 households through down payment assistance, and 3 units through new unit construction.

AP-60 Public Housing

INTRODUCTION

The Lansing Housing Commission (LHC) is the housing authority for the City of Lansing. This section of the Annual Action Plan describes what actions the City of Lansing will take in the 2025/2026 program year to carry out the public housing portion of the Strategic Plan. Below, the city has identified the manner in which the 2025/2026 Annual Action Plan will address the needs of public housing during the program year.

ACTIONS PLANNED DURING THE NEXT YEAR TO ADDRESS THE NEEDS TO PUBLIC HOUSING

The LHC has been charged with the responsibility of the administration of housing programs for low-income persons. The operations of the LHC are funded through annual appropriations provided by the U.S. Department of Housing and Urban Development (HUD).

LHC lists the following as goals pertaining to both addressing the needs of public housing and improving the quality of affordable housing in their Annual Public Housing Plan. The jurisdiction shall make a strong

effort to work collaboratively with the local housing authority were feasible on these goals, and others throughout the coming years.

- Continue to convert Public Housing units through HUD sponsored Rental Assistance Demonstration (RAD) to move the properties to the more stable Section 8 funding platform.
- Continue to renovate affordable housing units by using creative funding mechanisms.
- Partner with local developers to build and fill more affordable units in the area.
- Develop new units of affordable housing in the area using the Michigan State Housing Development Authority (MSHDA) Low Income Tax Credits program.
- Continue and expand the HCV and project-based voucher programs and other specialized voucher programs administered by HUD and MSHDA.

The LHC has been committed to advocating for and providing affordable housing for eligible individuals and families, and continues to work closely with HUD, City of Lansing, and area agencies and organizations to address the needs for public housing.

ACTIONS TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP

The LHC makes a concerted effort to address the needs of the residents in their affordable housing properties. Several public meetings with residents have been held in the last 12 months to address concerns and gain feedback from residents. LHC board meeting are public meetings and subject to the open meeting act. Collaborative efforts among residents and managers will continue to assure the resident programming meets the needs of our tenants. A quarterly newsletter is produced and distributed to all residents. Property managers will encourage residents to become more involved in management and will continue to encourage residents to participate in active programming such as outreach coordination, help with obtaining a GED, literacy improvement services for children and adults, homeownership opportunities for residents as well as other education and sports programs.

IF THE PHA IS DESIGNATED AS TROUBLED, DESCRIBE THE MANNER IN WHICH FINANCIAL ASSISTANCE WILL BE PROVIDED OR OTHER ASSISTANCE

The local PHA, Lansing Housing Commission, is not designated as troubled.

DISCUSSION

Affordable housing needs are met by multiple stakeholders within City of Lansing. The LHC is responsible for the administration of public housing in the City of Lansing and Ingham County and continues to work closely with HUD, City of Lansing, and area agencies and organizations to address mutual affordable housing goals.

AP-65 Homeless and Other Special Needs Activities

INTRODUCTION

This section of the Annual Action Plan describes City of Lansing's one-year goals, and the specific actions steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations.

The City of Lansing Economic Department and Planning and Human Relations and Community Services (HRCS) Departments work closely together in addressing the needs of the homeless population in this community. EDP and HRCS works with the CoC, Capital Region Housing Collaborative (CRHC) to administer the ESG dollars in the community.

The following figures are inclusive of all program types serving people who are experiencing literal homelessness except for street outreach and DV shelters, according to the CoC's latest Longitudinal Systems Analysis, which reflects people served in the Ingham County homeless system during Oct. 1, 2022 – Sep. 30, 2023,

Total households: 1,602

Total people: 2,288

Adults: 1,695

Children (minors): 593

Veterans: 128

Chronically Homeless: 175

Avg. Days Homeless: 112 (based on dates of stay in programs)

DESCRIBE THE JURISDICTIONS ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

A key component of the city's homeless strategy is to support critical housing and service activities within the Continuum of Care for the homeless. The City of Lansing participates with the Lansing, East Lansing, Ingham County Continuum of Care, a network-wide consortium of homeless and housing and service providers, city and county governments, agency representatives and the former homeless. The Committee's goal is to establish a cooperative effort leading to the development of a continuum of housing and services for the homeless and to create supports to prevent at-risk populations from becoming homeless:

1. The City of Lansing HRCS Department recently issued an RFP to conduct a study of homelessness in the local community to gain a full understanding of the extent of homelessness, and the need for homeless services, including a gaps analysis.
2. The MI-508 CoC was recently awarded a Youth Homelessness Demonstration Project grant which began with creating a coordinated community plan to prevent and end homelessness for youth and young adults, identifying gaps and needs in youth housing and homeless services. An RFP process is now underway to provide funding for the identified projects to fill these gaps. A youth subcommittee was also formed to monitor and evaluate youth housing projects ongoing.
3. Several CoC board members are participating in the State Development Authority (MSHDA) sponsored regional community planning process of establishing a regional plan to prevent and end homelessness. Working committees are established and meeting ongoing. The CoC will incorporate this process with the local Homeless study to ensure all gaps in service are considered and any funding to our County will be targeted to the greatest needs.

REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS

A key component of the city's homeless strategy is to support critical housing and service activities within the Continuum of Care for the homeless. The City of Lansing participates with the Lansing, East Lansing, Ingham County Continuum of Care, a network-wide Collaborative of homeless and housing and service providers, city and county governments, agency representatives and the formerly homeless. The Collaborative's goal is to establish a cooperative effort leading to the development of a continuum of

housing and services for people who are unsheltered and to create supports to prevent at-risk populations from becoming homeless.

The CoC has committed to conducting the sheltered and unsheltered Point-in-Time (PIT) count annually. Each year the number of locations visited increases and the outreach efforts will further the effectiveness of the PIT by building a greater awareness of locations where people stay and developing a rapport. Increased street outreach is taking place for adults and families, funded by local grants.

Specific Initiatives include:

1. Street outreach (PATH and CFC), housing hotlines (Advent House and CFC), and the HARA.
2. A new community-wide assessment tool was implemented this year along with a redesign of our Coordinated Entry system. This provides a uniform assessment tool to identify the needs of homeless persons and prioritize households for housing vouchers and other housing programs as well as connect households to mainstream community resources to meet their basic needs, as well as other physical, social, and emotional needs of each member of the household, thus increasing housing stability overall.
3. Focus groups with persons with lived experience/expertise in homelessness were utilized to provide feedback to improve the Coordinated Access and Entry processes. Youth and young adults focus groups are ongoing through an active Youth Action Council made up of youth and young adults with lived experience/expertise.

ADDRESSING THE EMERGENCY SHELTER AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS

According to the 2023 Housing Inventory Count Report, as reported by the Lansing, East Lansing/Ingham County Continuum of Care, the community has 1,260 emergency shelter, safe haven, and transitional housing beds and when family shelters are at capacity there are hotel vouchers that can be used to keep families sheltered. There are specific shelters for families, youth, and people with mental health conditions. These shelters will continue to address the immediate shelter needs of the homeless in the community. The coordinated assessment staff meets with people in shelters to develop housing plans

and provide referrals to appropriate resources.

Transitional housing has been scaled down over the years and is almost exclusively targeted to specific sub-populations including veterans, youth, people in recovery from substance use disorders, and older victims and survivors of domestic violence/abuse. Shelter options for two-parent families and families with teenage is a gap in the community.

In general, the needs can be summarized as follows:

1. Shelter – youth, families, those with mental health issues, seniors, DV have specific needs that may prevent their use of the general congregate shelters; so this includes the need for non-congregate shelters currently unavailable except through hoteling in our community.
2. Transitional Housing – is a large gap in our community.
3. Basic needs – food, clothing, health care, mental health care
4. Substance use and other supportive services – especially for chronically homeless persons that help them deal with crises and avoid evictions.
5. SOAR resources to assist people in applying for SSI/SSDI
6. Disability services – the full range of services to address undiagnosed or unidentified needs that lead to people’s homelessness.
7. Income maintenance programs – financial assistance and supports to help increase income, apply for mainstream benefits, child care, TANF, WIC, employment supports and assistance, access to education to achieve a living wage.
8. Affordable Housing – rental and home ownership programs, down payment programs. Safe, stable/permanent, and affordable housing based on the individual needs of the household. A stock of affordable housing units or additional and longer-term rental assistance.
9. Financial literacy- knowledge of how to improve credit, budgeting and money management, access to programs that assist with down payments and support home ownership, building banking history.
10. Reducing physical and emotional barriers to stable housing- access to physical and mental health care without judgement or stigma.

11. Building positive and healthy support systems that reduce future housing crises and dependency on systems of care.

HELPING HOMELESS PERSONS (ESPECIALLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH) MAKE THE TRANSITION TO PERMANENT HOUSING AND INDEPENDENT LIVING, INCLUDING SHORTENING THE PERIOD OF TIME THAT INDIVIDUALS AND FAMILIES EXPERIENCE HOMELESSNESS, FACILITATING ACCESS FOR HOMELESS INDIVIDUALS AND FAMILIES TO AFFORDABLE HOUSING UNITS, AND PREVENTING INDIVIDUALS AND FAMILIES WHO WERE RECENTLY HOMELESS FROM BECOMING HOMELESS AGAIN

Homeless households usually enter the system through 211, the HARA (coordinated entry) or a shelter and undergo a shelter diversion screening. Once in shelter a needs assessment is done to determine the level of need to help prioritize people for housing resources and referrals are made to other community supports and mainstream resources, if necessary. This may include:

- Referral to DHHS SER or ES programs for rental assistance, security deposits, utility assistance, furniture, etc.
- Referral to RRH ESG (HUD or MSHDA) or CoC RRH program - Coordinate benefits with DHHS to provide short- or medium-term rental assistance.
- Referral to SSVF, FEMA, LSSCM for special programs, landlord mediation.
- Referral to PSH for Families Program if disability.
- Sign up on HCV waiting lists (MSHDA and LHC). HARA staff participates with shelters and key providers in a weekly IDT meeting where high need families and individuals (those with the longest history of homelessness and greatest needs) are identified and prioritized for the most intensive resources and services based on their individual needs.

This collaboration allows case managers to work in a more coordinated way on specific cases. Efforts to shorten the length of time that people experience homelessness include a shelter diversion strategy to help people calling and presenting at shelters to identify alternative arrangements before they enter a shelter. For people in shelters, the HARA staff are available on-site to meet with clients to develop housing plans, provide resources on affordable housing and inform people of available mainstream benefits or housing assistance. People are added to housing voucher lists upon initial screening and the list has been shortened significantly with new practices implemented this year. This process has led to a

significant reduction in the wait time for names to be pulled from the list and should have a direct impact on length of time homeless.

Housing for veterans is being addressed by the VOA By Name list Committee working with veteran service organizations who have HUD-VASH vouchers. A by name list of homeless veterans and service providers connects veterans to all available resources to help end their homelessness.

Rapid re-housing providers work with their clients throughout the term of the program enrollment on budgeting, increasing income, establishing savings accounts, and accessing and utilizing mainstream resources and other support networks to ensure that housing can be maintained after the financial assistance has ended. The HARA manages most of the Rapid Rehousing funds and Prevention financial assistance for the local area.

There are specific shelters for families, youth, and people with mental health conditions. These shelters will continue to address the immediate shelter needs of the homeless in the community. Shelter staff meets with people to develop housing plans and provide referrals to appropriate resources. Local funds have been provided to address the lack of shelter capacity during the winter months for the most vulnerable, through opening a Warming Center, temporary sheltering in hotels and intensive case management to move people out to shelters or housing.

Transitional housing has been scaled down over the years and is almost exclusively targeted to specific sub-populations including veterans, youth, people in recovery from substance use disorders, and older victims and survivors of domestic violence/abuse. Shelter options for two-parent families and families with teenagers is a gap in the community.

Emergency shelters are frequently at capacity, with overflow going to the Outreach and the Warming Centers which was recently developed to provide a safe and low-barrier space for unsheltered homeless to come in out of the elements and receive basic care needs. The two largest shelters have plans to renovate spaces to increase the number of shelter beds. Shelter for families is also limited and the City is conducting focus groups to create a plan to best address this critical need. Hoteling families unable to secure shelter is how the community is currently managing. A recent RFP issued from the City of Lansing

HRCS Dept is looking to use State and Local funding to open a Temporary Emergency Shelter until the larger shelters finish their renovations to accommodate more people.

Shelter diversion is being practiced more frequently as shelter beds are limited. Two CoC agencies are collaborating on a shelter diversion pilot project and utilizing flexible financial assistance to help households remain doubled up. Ongoing case management is provided to move the family directly from couch surfing/doubled-up situations to permanent housing without having to enter the already overburdened emergency shelter system.

Another of the city's strategies for reducing homelessness is to support non-profit service providers that offer self-sufficiency training, medical care, mental health counseling, case management, and other activities to prevent homelessness.

The non-homeless special needs populations include the elderly, mentally ill, developmentally disabled, physically disabled, substance abusers, and persons with AIDS or related diseases. During the upcoming year, the city and other non-profits will provide various types of assistance, primarily through supportive services, to persons with special needs in the community.

Furthermore, the city will continue to work with homeless service providers and the Continuum of Care to implement a cohesive, community-wide discharge coordination policy that can be successfully implemented to ensure that persons being discharged from publicly funded agencies and institutions do not become homeless upon release.

Prevention is a priority of the plan. Previously funded efforts included the Eviction Diversion program, Rapid Rehousing and Prevention Services, Eviction Prevention Program through CRHC, and State-funded & CoC collaborations for rapid re-housing. Additionally, the City of Lansing HRCS Department food programs assist "at-risk" households, allowing them to spend their limited funds on housing and other necessities. New affordable housing developments are also being pursued. CoC agencies routinely refer people to the Financial Empowerment Center for free assistance with budgeting, money management,

and improve credit scores among other services.

ESG may fund utility assistance and legal services to prevent evictions and for landlord mediation for “at risk” households. City funded programs provide basic needs services to help prevent homelessness for low income, at-risk residents. The city’s ESG allocation and complementary CoC funding will continue to provide the range of services for literally homeless individuals including linkages to permanent Housing.

There are many techniques that the City uses to support homeless populations and prevent future homelessness:

1. Meeting them where they are at- in crisis, developmental stage, trauma-informed, strength-based approaches.
 - a. Homeless households usually enter the system through 211, the HARA, a shelter or an agency participating in the coordinated entry system and participates in a shelter diversion screening.
2. Assessing the individual needs of the household and making referrals or advocating for services to meet the needs that are preventing accessing or stabilizing in permanent housing.
 - a. A needs assessment is done to determine the level of need to help prioritize people for housing resources and referrals are made to other community supports and mainstream resources, if necessary. The Coordinated Entry system is meeting weekly to identify high needs families and individuals (those with the longest history of homelessness and greatest needs) and prioritizing them for the most intensive resources and services based on their individual needs.
3. Creating individualized service plans that move households from homelessness to safe, stable, and permanent housing. This includes addressing income, assisting the household in locating an appropriate and affordable housing option, and providing aftercare services to support housing stability whenever needed.
 - a. This collaboration allows case managers to work in a more coordinated way on specific cases. Efforts to shorten the length of time that people experience homelessness include a shelter diversion strategy to help people to identify alternative arrangements before they enter a shelter. For people in shelters, staff meets with clients to develop housing plans, provide resources on affordable housing and inform people of available

mainstream benefits or housing assistance. People are added to housing voucher lists upon initial screening.

4. New monthly landlord engagement meetings began this year. This includes landlord outreach, addressing their concerns, educating landlords about housing vouchers and other housing programs (RRH, PSH), building collaborative partnerships to prevent and end homelessness.
 - a. Some financial assistance is available to help households get started (security deposit and/or utility assistance, rental assistance, other forms of financial assistance needed to secure and/or maintain permanent housing) from a variety of funding sources.

HELPING LOW-INCOME INDIVIDUALS AND FAMILIES AVOID BECOMING HOMELESS, ESPECIALLY EXTREMELY LOW-INCOME INDIVIDUALS AND FAMILIES AND THOSE WHO ARE: BEING DISCHARGED FROM PUBLICLY FUNDED INSTITUTIONS AND SYSTEMS OF CARE (SUCH AS HEALTH CARE FACILITIES, MENTAL HEALTH FACILITIES, FOSTER CARE AND OTHER YOUTH FACILITIES, AND CORRECTIONS PROGRAMS AND INSTITUTIONS); OR, RECEIVING ASSISTANCE FROM PUBLIC OR PRIVATE AGENCIES THAT ADDRESS HOUSING, HEALTH, SOCIAL SERVICES, EMPLOYMENT, EDUCATION, OR YOUTH NEEDS

Another of the city's strategies for reducing homelessness is to support non-profit service providers that offer self-sufficiency training, medical care, mental health counseling, case management, food banks, and other activities to prevent homelessness. In the current year, the City is providing additional local funds to enhance prevention and rapid rehousing efforts to keep people in housing.

The non-homeless special needs populations include the elderly, mentally ill, developmentally disabled, physically disabled, substance users, and persons with AIDS or related diseases. During the upcoming year, the city and other non-profits will provide various types of assistance, primarily through supportive services, to persons with special needs in the community.

Prevention is a priority of the plan. Previously funded efforts included the Eviction Diversion program, Rapid Rehousing and Prevention Services, Eviction Prevention Program through CRHC, and State-funded & CoC collaborations for rapid re-housing. Additionally, the City of Lansing HRCS Department food programs assist "at-risk" households, allowing them to spend their limited funds on housing and other necessities. New affordable housing developments are also being pursued. CoC agencies routinely refer people to the Financial Empowerment Center for free assistance with budgeting, money management,

and improve credit scores among other services.

ESG may fund utility assistance and legal services to prevent evictions and for landlord mediation for “at risk” households. City funded programs provide basic needs services to help prevent homelessness for low income, at-risk residents. The city’s ESG allocation and complementary CoC funding will continue to provide the range of services for literally homeless individuals including linkages to permanent housing.

DISCUSSION

The city plans to allocate 100% of their ESG grant allocation (besides a portion for administration costs) toward activities to reduce homelessness. These funds are generally provided to a subrecipient to administer programming related to homelessness. The city will continue to offer funding, assistance, advice, and coordination with agencies that provide day facilities, case management, job skills training, vocational tools and other homeless services as needed.

AP-75 Barriers to affordable housing

INTRODUCTION

This section of the Annual Action Plan summarizes actions City of Lansing will undertake during the program year to reduce barriers to affordable housing and influence whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include building codes, financing mechanisms, zoning ordinances, and general approach to preserving the housing stock.

ACTIONS IT PLANNED TO REMOVE OR AMELIORATE THE NEGATIVE EFFECTS OF PUBLIC POLICIES THAT SERVE AS BARRIERS TO AFFORDABLE HOUSING SUCH AS LAND USE CONTROLS, TAX POLICIES AFFECTING LAND, ZONING ORDINANCES, BUILDING CODES, FEES AND CHARGES, GROWTH LIMITATIONS, AND POLICIES AFFECTING THE RETURN ON RESIDENTIAL INVESTMENT

Lansing has several strategies that it utilizes to remove or ameliorate the negative effects of public policies that are barriers to affordable housing. In general, Lansing will continue to work with non-profit housing developers and providers to increase the amount of affordable housing. The city's building and zoning codes do not, in general, constitute barriers to developing new affordable housing in Lansing. The

City shall seek to update its zoning codes and land use plans as needed in the future.

DISCUSSION

The following is a summary of the city's past and current strategies to reduce barriers to affordable housing:

Building Codes – A revised building and mechanical code could better reflect the appropriate use of land and existing structures, while still solving some of the problems of the old code; however, the code still needs to focus on housing-related issues such as quality and safety. The city's codes are governed by the state of Michigan but hopes that over time a revised code will make affordable development of decent housing units.

Housing Loss – The city may, in the future, choose to off-set barrier costs such as security deposits, utility connection/reconnection fees, and high late rent fees with financial help and one-time emergency assistance payment to encourage residents and property owners to rehabilitate existing housing and increase affordable housing stock.

Lack of Quality Housing – The city utilizes a multi-faceted approach to address this barrier, including the use of CDBG funds to rehabilitate existing homes, and eliminate blighted properties through demolition. The city also uses CDBG funds to stimulate private developers and other public resources to invest in inner-city communities and create mixed-income communities of choice. The city has made a concerted effort to invest in non-profit organizations that operate a mobile tool lending library, DIY courses, homeowner occupied rehab programs, and seek to purchase vacant homes for repair.

Lead-Based Paint – The city has received multiple Lead Hazard Reduction grants from the Office of Healthy Homes and Lead Hazard Control since 2007 to provide additional funding for LBP remediation, targeting families with children under the age of six specifically for LBP remediation.

Age & Physical Condition of Housing Stock – The city utilizes a multi-faceted approach to address this barrier, including rehabilitation assistance with the elderly, disabled and families with children receiving priority funding, marketing of homeownership programs to public housing tenants to

support housing choice, and counseling to homeowners to educate them on basic maintenance to prevent further deterioration.

Financing – The city utilizes a multi-faceted approach to address this barrier, including financial-counseling course funded by the city’s CDBG and administered through local service providers, down-payment assistance, and loans for emergency repairs in owner-occupied housing.

AP-85 Other Actions

INTRODUCTION

This section of the Annual Action Plan describes City of Lansing's planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institutional structure; and
- Enhance coordination.

In addition, the city has identified obstacles to meeting underserved needs and proposed actions to overcome those obstacles.

The City of Lansing will continue its efforts to assure that fair housing principles are followed in the city. The City of Lansing Department of Economic Development and Planning (DEDP) has completed its Analysis of Impediments (AI) to Fair Housing Choice and will continue to implement the recommended actions to address impediments to fair housing. The City of Lansing's DEDP, Human Relations and Community Services (HRCS) Department and Lansing Housing Commission work collaboratively to address fair housing issues which includes working with community organizations to educate citizens about fair housing issues and pursue enforcement in cases of housing discrimination; work to eliminate predatory lending practices that disproportionately affect protected groups and respond to inquiries/complaints relative to fair housing.

The City of Lansing has a strong faith-based community, particularly among the homeless service providers. Most of the homeless shelters are grounded in organizations that are motivated by their religious principles. Several of the emergency services in Lansing are supported or operated by faith-based organizations. City staff involvement with the homeless population includes serving on several boards to enhance coordination and address the needs of this community including the Continuum of Care. This partnership includes assistance in funding rehabilitation and new construction of housing units. The city continues to make a concerted effort to work with various agencies to prioritize programs and services for those in the greatest need, including a range of anti-poverty programs, such as

contracts with neighborhood organizations that provide a wide range of services to low-income persons to supplement their incomes. One of these programs provides one-time payments for rental arrears or utility assistance for those who do not qualify for any other programs, who would otherwise lose their housing.

ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS

Consistent with the Five-Year Consolidated Plan's Strategic Plan, Lansing will pursue the goal of promoting access to public services for special needs populations generally assumed to be low- and moderate-income, including, but not limited to, programs addressing youth and children, seniors/elderly and frail elderly, veterans, and persons with mental, physical, or developmental disabilities, alcohol or drug addiction, HIV/AIDS or other special needs.

The city, through the Consolidated Plan, shall seek to target federal funds, and other available resources, to residents that have traditionally not been served, or are underserved by previous programs. A strong emphasis will be placed on programmatic restructure that is not only compliant with changing rules and regulations, but make sense for today's economic climate, and ever-changing community structure.

The City of Lansing will continue to utilize all resources including leveraging funds and seeking additional funding to meet the needs of the underserved. The most vulnerable and underserved population includes those who are homeless or at risk of becoming homeless. More specifically, as identified through its collaborative efforts with the Continuum of Care (CoC), the City of Lansing's planned action steps to meeting the underserved needs includes partnering with several organizations, and creating a comprehensive, visionary, realistic CoC Strategic Plan to help the homeless/underserved. The CoC Strategic Plan calls for ongoing needs assessment efforts and identification of services gaps related to at risk and homeless persons. These efforts take place continuously but specifically in mid-winter beginning with a Community Forum of local human services agencies, hosted by the City of Lansing Human Relations and Community Services department. A review of local data and progress on housing performance measures also takes place at different points of the year. HMIS data is used to measure progress and identify changing trends and patterns in the utilization of housing assistance programs and services.

ACTIONS PLANNED TO FOSTER AND MAINTAIN AFFORDABLE HOUSING

As stated in the Five-Year Consolidated Plan Strategic Plan the city places a high priority on providing homeownership opportunities, as well as safe and decent rental housing in Lansing. This goal is addressed, in part, by local non-profit organizations that construct new, modestly priced, affordable houses, or repair existing houses for resale to lower-income, first-time homebuyers. Many of these non-profit organizations also provide down payment assistance to facilitate the purchase of the homes. The city places a high priority on both methods of expanding home ownership for lower-income households. The city's housing development plans should correlate with changing market conditions in the City of Lansing and the surrounding area. To ensure that the low- and moderate-income citizens of the community have access to affordable housing, the city will coordinate with local and regional financial organizations, as well as with our local, State, and Federal non-profit partners, to explore their financial participation.

In efforts to foster and maintain affordable housing, CDBG and HOME funds identified in the Annual Action Plan to provide for the rehabilitation of 21 owner occupied homes, 28 renter occupied homes, and down payment assistance will be provided to 6 housing units. In addition, the City of Lansing will continue to work with developers including CHDOs to expand the number of housing units for low to moderate income households by development of 3 new housing units. We will also continue to support the development of affordable rental units utilizing Low Income Housing Tax Credits by assisting with Payment in Lieu Of Taxes (PILOTS) and will continue to evaluate funding for projects that expand access to affordable housing..

ACTIONS PLANNED TO REDUCE LEAD-BASED PAINT HAZARDS

Housing units that receive more than \$5,000 in non-emergency housing rehabilitation assistance through the Development Office have all identified lead-based paint hazards remediated. Additionally, the Development Office partners with the Michigan Department of Health and Human Services (MDHHS) Help for Lead Safe Homes program to provide CDBG funds where lead-based paint remediation costs for qualified and enrolled owner-occupied homes in Lansing exceed the amount of their grant program. The Development Office works with the Ingham County Health Department to ensure that owner-occupied and rental housing units where children with elevated blood lead levels (EBL's) are notified about options through the Lead Safe Lansing Program and Housing Rehabilitation

program. The Development Office operates the Lead Safe Lansing Program, a HUD Lead Hazard Control grant to assist with remediation of lead-based paint hazards in owner-occupied housing where children under age 6 reside, and in rental properties, and will continue to apply for this source of funding as it is made available. Housing that receives remediation through the Development Office is listed on the State of Michigan's Lead Safe Housing Registry.

ACTIONS PLANNED TO REDUCE THE NUMBER OF POVERTY-LEVEL FAMILIES

According to the 2018-2022 American Community Survey (ACS) 5-year estimates, 19.98% of people living in the City of Lansing are below poverty level. The City of Lansing does not possess the capacity or manpower to directly improve the poverty status of its residents. However, the city supports County and State efforts to move low-income persons to economic self-sufficiency or to a maximum level of economic independence. The strategy aims to help families that are currently dependent on public assistance achieve economic self-sufficiency. In instances where this may not be possible because of personal limitations, the goal is to enable them to achieve the maximum level of independence for which they are capable. The City of Lansing continues to be actively involved on a local and regional scale in promoting growth and expansion of job opportunities.

ACTIONS PLANNED TO DEVELOP INSTITUTIONAL STRUCTURE

The City of Lansing has a strong Institutional Delivery System to carry out the city's affordable housing strategy, homeless strategy, as well as other goals. A wide range of services are available in the community, including homelessness prevention services, street outreach, emergency shelter and transitional housing, and mental health services. These programs are provided by nonprofit organizations and Continuum of Care (CoC) member agencies.

The city has identified various entities from the public, nonprofit and private sectors that will be institutionally involved in the implementation of the Consolidated Plan and this Annual Action Plan. To improve the housing and community development delivery system in Lansing, better coordination between the public, nonprofit and private agencies will be required. The programs and services that exist and that are available to residents in Lansing are extensive and varied.

The collaboration between local, county, and state agencies is important in successfully carrying out the goals and objectives identified in the Consolidated Plan in addressing the housing and community development needs in the city.

ACTIONS PLANNED TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING AND SOCIAL SERVICE AGENCIES

The City of Lansing will continue to coordinate with formal and informal efforts to coordinate activities between or among many participants including the city, state and federal units of government, the Lansing Housing Commission (LH), public agencies, or private sector agencies such as lending institutions, health care providers, non-profit housing corporations, social service agencies, neighborhood organizations, and more. This coordination will develop an effective institutional structure and enhance inter-agency coordination. Although funding for public housing authorities may be reduced, it is anticipated that LHC will still be awarded a significant amount of Federal funds to provide housing-related activities, such as rental assistance, rehabilitation, and new construction, for low-income persons in Lansing. As previously identified, the Lansing Housing Commission is the Collaborative Applicant for the Continuum of Care.

The local nonprofit organizations in Lansing provide various affordable housing and supportive services. These organizations typically have a specific target population that they serve, and accordingly possess a level of knowledge and expertise that is invaluable. The continuation and expansion of such services by aggressively seeking additional funding will be encouraged over the next year. In addition, better coordination between these agencies and with the public and private sector organizations will continue to be a high priority. The City of Lansing Development Office also acts as the Fiduciary for Michigan State Housing Development Authority (MSHDA) ESF, MSHDA Diversion Program, and ESG funding for the local Continuum of Care. City of Lansing Development staff play a critical role in staffing the CoC in this effort. The City of Lansing pays an annual membership fee to the CHRC (the Continuum of Care), which is an incorporated 501c3 organization. The city works to support the only CHDO, Capital Area Housing Partnership (CAHP). CAHP is also the only HUD certified Local Housing Counseling Agency for Ingham County. The City of Lansing houses an Office of Financial Empowerment, Eviction Diversion Coordinator, and Housing Ombudsman. Through various formats, Lansing coordinates with those folks to address barriers.

DISCUSSION

The city's actions planned to address obstacles to meeting underserved needs include activities in support of special needs assistance for victims of domestic violence, at-risk families and youth, the disabled, elderly, those with mental health issues. Additionally, the city's actions to foster and maintain affordable housing include continued funding of programs and agencies that further the affordable housing goals of the city.

Lead-based paint hazards will continue to be evaluated, environmental testing conducted, and educational materials made available to families at-risk of exposure. Institutional structure will continue to be developed through continued coordination with Ingham County, the Capital Region Housing Collaborative, the Lansing Housing Commission, and other State and local agencies. The City of Lansing will continue to foster inter-agency coordination with the public service agencies in the community.

AP-90 Program Specific Requirements

INTRODUCTION

This section addresses the program-specific requirements for the Annual Action Plan. Projects planned with all CDBG, HOME, and ESG funds expected to be available during the year are identified in **Table 9**.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) REFERENCE 24 CFR 91.220. (I)(1)

Table 13 identifies any CDBG program income that is available for use that is included in projects to be carried out.

TABLE 13: AVAILABLE PROGRAM INCOME

Available Program Income	Amount
1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$100,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities	\$0
Total Program Income	\$100,000

Table 13 – Available Program Income**TABLE 14: OTHER CDBG REQUIREMENTS**

Available Program Income	Amount
1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income (for year 2025). <i>Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Annual Action Plan.</i>	99%

Table 14 – Other CDBG Requirements***HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) REFERENCE 24 CFR 91.220(I)(2)*****DESCRIPTION OF OTHER FORMS OF INVESTMENT BEING USED BEYOND THOSE IDENTIFIED IN SECTION 92.205 IS AS FOLLOWS**

The City of Lansing does not use float funds. If any program income is realized, it is re-budgeted annually.

DESCRIPTION OF THE GUIDELINES THAT WILL BE USED FOR RESALE OR RECAPTURE OF HOME FUNDS WHEN USED FOR HOMEBUYER ACTIVITIES AS REQUIRED IN 92.254 IS AS FOLLOWS

The City of Lansing utilizes the annual income definition found at 24 CFR Part 5 for determining eligibility

of participants in HOME funded housing programs. The city has in place clear procedure to ensure that these definitions are implemented consistently and accurately. If the assisted homebuyer sells the home during the applicable period of affordability, the city shall recover HOME funds from the net proceeds of sale, as specified in the HOME regulations 92.254(a)(5)(ii). The City also adopts resale to secure the affordability period when rental units are developed utilizing CDBG and HOME funds. The city's HOME Manual is attached.

DESCRIPTION OF THE GUIDELINES FOR RESALE OR RECAPTURE THAT ENSURES THE AFFORDABILITY OF AUNITS ACQUIRED WITH HOME FUNDS? SEE 24 CFR 92.254(a)(4) ARE AS FOLLOWS

The city requires resale and recapture requirements that conform with 24 CFR Part 92.254(a). A restrictive covenant on the property to recapture the entire amount of HOME Investment of the property is sold prior to the end of the applicable affordability period is required, except that development subsidies for costs in excess of fair market sales price are not subject to recapture and should not be included in the recapture amount established in the restrictive covenant. Recapture funds must be repaid to the City or used by the grantee to fund additional HOME eligible activities. Under resale, a restrictive covenant is also used to enforce the affordability period. Additional information regarding Resale and Recapture Provisions has been included as an attachment in the Home Manual.

PLANS FOR USING HOME FUNDS TO REFINANCE EXISTING DEBT SECURED BY MULTIFAMILY HOUSING THAT IS REHABILITATED WITH HOME FUNDS ALONG WITH A DESCRIPTION OF THE REFINANCING GUIDELINES REQUIRED THAT WILL BE USED UNDER 24 CFR 92.206(b) ARE AS FOLLOWS

Not applicable.

EMERGENCY SOLUTIONS GRANT (ESG) REFERENCE 91.220(I)(4)

INCLUDE WRITTEN STANDARDS FOR PROVIDING ESG ASSISTANCE (MAY INCLUDE AS ATTACHMENT)

See attachment – Capital Region Housing Collaborative (CRHC) Policies.

IF THE CONTINUUM OF CARE HAS ESTABLISHED CENTRALIZED OR COORDINATED ASSESSMENT SYSTEM THAT MEETS HUD REQUIREMENTS, DESCRIBE THAT CENTRALIZED OR

COORDINATED ASSESSMENT SYSTEM

The Coordinated Entry System has multiple entry points including shelters, state-DHHS office, DV shelters, outreach projects, events, eviction diversion program, and other locations. Most points of entry have become virtual as a result of social distancing and other measures to reduce the risk of spreading COVID. Entry points work with the Coordinated Entry Agency (CEA) to provide confidential and safe services especially for DV victims and youth. The CEA is located at the Holy Cross Services campus. The Coordinated Entry tool is used to assess homeless households based on severity of needs and urgency of housing crisis and targets the most appropriate response. Depending on urgency and priority, the needs assessment is followed by a more comprehensive assessment to identify unique housing barriers and needs. This assessment serves as the basis for creating a housing plan and a tool for resource coordination and resolution of the housing crisis. Housing assessments are entered on HMIS to facilitate sharing with CoC member agencies that use HMIS. Those experiencing chronic homelessness and with the longest length of homelessness and highest services needs are prioritized for supportive housing resources and wrap-around service coordination. A Housing Plan must be completed for all individuals that receive a housing assessment. The Housing Plan provides focus, goals, outcomes and collaboration of community resources and referrals to mainstream services that serves to guide a household's rehousing efforts. The CEA staff also assists in gathering needed documentation for program eligibility, maintains the CH By-Name List, and refers priority households to PSH and RRH programs.

The CoC is operating an interim Coordinated Entry process while we work with the Technical Assistance provider Abt Associates to redesign our process. The interim process leverages available information in HMIS to include as many households experiencing homelessness as possible in a By-Name-List and focuses on those who are most likely to be easy for providers to find quickly so units are filled. Housing providers utilize an HMIS report that ranks households by their length of time homeless, pulling those with the longest time homeless for the next available housing openings. The lists will pull from all households who are currently active in an emergency shelter or outreach program (except for unaccompanied minor and domestic violence specific shelters), all households who have exited a shelter or outreach program within 30 days prior, all households who have a recent VI-SPDAT assessment, and those served through the HARA. This captures as many households as possible while ensuring that clients have recently been engaged with a service provider and are likely to be easier to locate for a

housing placement. Each housing provider is responsible for filling their own vacancies using this process.

This interim process will be in place until an updated permanent process can be developed and approved by the CoC Board. There will be multiple opportunities for input into the design of the community's permanent Coordinated Entry prioritization and referral process.

IDENTIFY THE PROCESS FOR MAKING SUB-AWARDS AND DESCRIBE HOW THE ESG ALLOCATION AVAILABLE TO PRIVATE NONPROFIT ORGANIZATIONS (INCLUDING COMMUNITY AND FAITH-BASED ORGANIZATIONS)

The CRHC-CoC uses an open solicitation process for notifying potential applicants. The CoC issues a request for proposal (RFP) to all CoC agencies to apply for ESG funds and applications are submitted and reviewed by the CoC Finance Committee. The CoC Board, community partners, and fiduciary determine sub-awards through this competitive application using an impartial, data-driven process. Decisions are made based on HUD and CoC priorities, in an open process with all agencies and City Departments. The ESG application and Ranking and Review tool are developed by the CoC Finance Committee and reviewed and approved by the CoC Board and the fiduciary/Collaborative Applicant. The review includes assessment of program goals, objectives, measurable outcomes, target populations to be served, organizational capacity and other factors. Prior to the application process, the CoC assesses community needs and gaps. ESG funding allocations are then divided into the five eligible components with larger allocations designated for the components most needed in the community, with an eye to services funded through other sources. ESG funding opportunities are advertised via email, websites, network meetings, and city resources, to encourage new and existing applicants. The CoC Network encourages new proposals from any interested and eligible agency including private non-profits, community and faith-based organizations. All applicants are notified via e-mail of the funding decisions.

IF THE JURISDICTION IS UNABLE TO MEET THE HOMELESS PARTICIPATION REQUIREMENT IN 24 CFR 576.405(A), THE JURISDICTION MUST SPECIFY ITS PLAN FOR REACHING OUT TO AND CONSULTING WITH HOMELESS OR FORMERLY HOMELESS INDIVIDUALS IN CONSIDERING POLICIES AND FUNDING DECISIONS REGARDING FACILITIES AND SERVICES FUNDED UNDER ESG.

The CoC Board currently has members who are formerly homeless, although more intensive efforts are taking place to engage those with more recent lived experiences. In addition, the general CoC Network membership always consists of homeless and/or formerly homeless participants who are instrumental in the decision-making process of the CoC and bring their experience and input into all discussions. The general meetings are held the third Thursday of the month, and there are focus groups held for specific issues.

Specific efforts in the past year include:

1. Establishing a CoC budget to engage and support honorariums for formerly homeless persons to participate in the CoC Board and four CoC committees.
2. Intensive efforts to engage participants for these committees.
3. The Network of agencies has been and will be instrumental in making decisions and policies on:
4. The HRCS Community Forum that takes place in mid-Winter each year to gather gaps/needs information from a wide array of Community agencies who serve people who are homeless and the at-risk, ALICE population.
5. A Youth Advisory Board of mostly homeless youth is established to advise the CoC Board. The Board is considering inviting a member to join the CoC Board itself.
6. The CoC tracks the number of homeless or formerly homeless participants of the Network and keeps them engaged in the activities as well as continues to involve them in the policies and decision-making process.
7. Engaged a formerly homeless participant to serve on the Coordinated Entry Process Design Committee.

DESCRIBE PERFORMANCE STANDARDS FOR EVALUATING ESG.

ESG program monitoring is conducted annually by the Recipient agency, the City of Lansing HRCS Dept., using the ESG Exhibit Tools that cover compliance with HUD regulations, HMIS usage, monthly desk audits, client case reviews, outcomes, exits, client terminations, program barriers and shelter inspections. Shelter inspections have been suspended during COVID, but alternative methods are being explored for remote/virtual inspections. Monitoring results are shared with the agency, the CRHC Board and the CoC Ranking/Applications review committees during their organizational capacity review. A monitoring letter is sent to the agency with any findings, recommendations, or corrective actions.

Program expenditures are reviewed via monthly desk audits. Any issues identified during the monthly desk audits are discussed with the agency, and if necessary, with the CoC Board. In the event of an 11% or more deviation from expected spending patterns, a Variance Explanation is required by the agency to address how the deviation will be resolved, with review by the Fiduciary, CoC Finance Committee, and CoC Board. Ongoing monitoring of progress is required. In the event the CoC Board or Fiduciary is not satisfied with the Explanation, a Corrective Action Plan (CAP) may be required.

In addition, the CoC reviews the performance of the ESG funded projects on a quarterly basis, using data from HMIS (or a comparable database for DV and legal services providers). The CoC's Continuous Quality Improvement (CQI) Committee conducts quarterly reviews of the ESG funded project outcomes to ensure that projects are meeting their performance standards and to identify opportunities for improvement. Outcomes used to evaluate the ESG projects performance include:

- Engagement rate - % of exits to a known destination
- Percent of exits to permanent housing
- Percent of exits to "positive" housing (for shelters and programs serving sub-populations such as recovery and youth programs)
- Percent of adults exiting with cash income
- Percent of adults employed at exit
- Percent adults that increased income during program enrollment
- Average length of stay (ES only)
- Average length of time to move into housing (RRH only)
- Returns to homelessness within 1 year of discharge (only agencies using HMIS)
- Recidivism to shelter – for ES: people returning to shelter following a shelter discharge
- For Prevention and RRH: people returning to homelessness within 12 months of program exit.

The baseline for comparison of the performance measures is set using historic project-level data, performance benchmarks from national organizations including USICH and the National Alliance for Ending Homelessness, and benchmarks from other similar project types in the CoC. High performing agencies share their practices with other providers to spread effective practices to all CoC members. Under-performance is viewed through a diagnostic lens to validate the results and to identify potential causes. If under-performance is specific to a particular project, the provider is expected to explain the

reasons why and to provide a plan to improve going forward. Depending on the nature of the explanation and the plan presented, Programs that are under-performing year after year are considered for reallocation or de-funding, depending on the CoC Board's and the fiduciary's priorities and assessment of capacity. Following the CQI committee's approval of the accuracy and completeness of the ESG quarterly report the information is sent to the CoC Board for their review and approval.

DISCUSSION

City of Lansing anticipates \$100,000 in CDBG program income to be available during the year. As shown in **Table 14** the City has not identified funds for urgent need activities at this time; however, the percentage of overall benefit to low- and moderate-income persons is expected to be over 99% as the Blight Removal project does not meet a LMI National Objective. The City of Lansing has calculated the percentage of overall benefit based on the program year (2025).