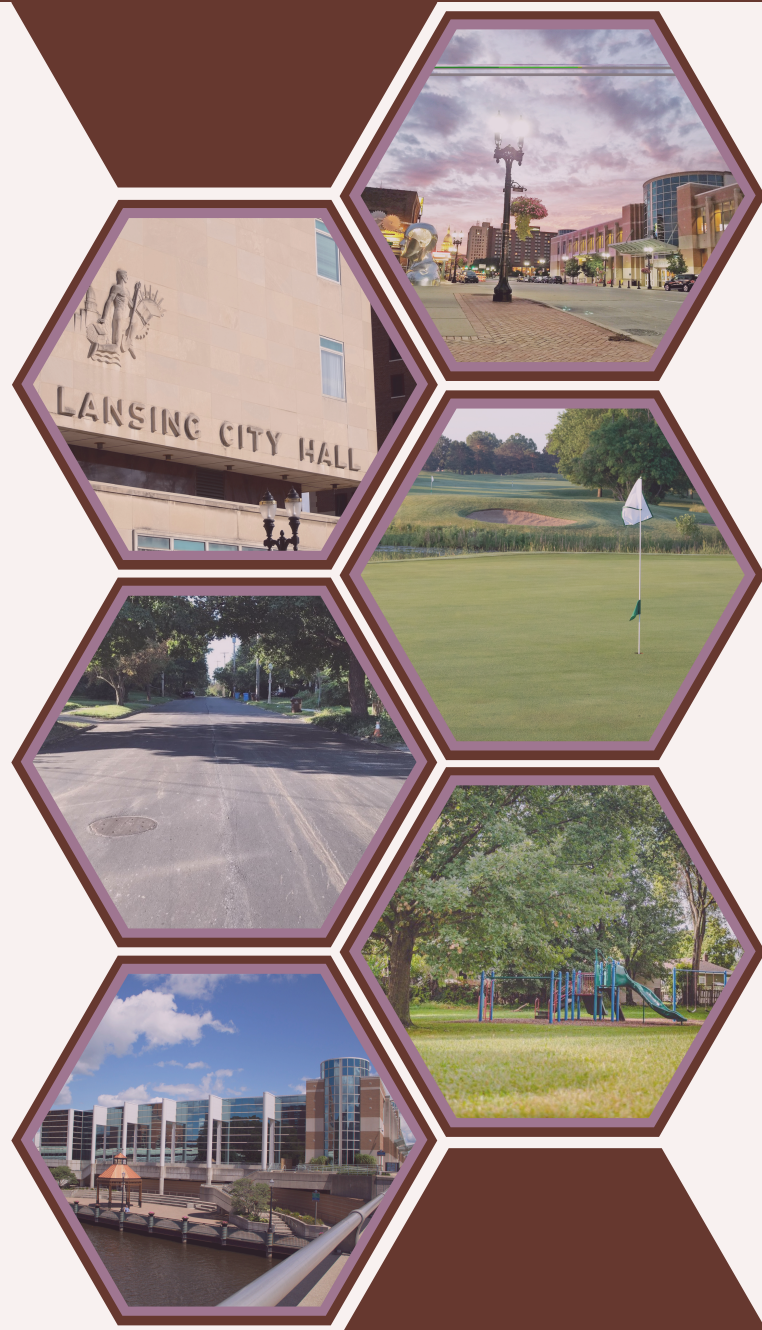


# ADOPTED BUDGET

CITY OF LANSING  
FY 2022-2023



Andy Schor, Mayor

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# LANSING CITY GOVERNMENT

Fiscal Year July 1, 2022 - June 30, 2023

## MAYOR

Andy Schor

## CITY COUNCIL

Adam Hussain, Council President, 3rd Ward

Carol Wood, Council Vice President, At Large

Jeffrey Brown, At Large

Peter Spadafore, At Large

Patricia Spitzley, At Large

Brian M. Daniels, 1st Ward

Jeremy Garza, 2nd Ward

Brian T. Jackson, 4th Ward

## CLERK

Chris Swope

## DISTRICT COURT JUDGES

Stacia Buchanan, Chief Judge

Cynthia M. Ward

Kristen D. Simmons

Tony Flores

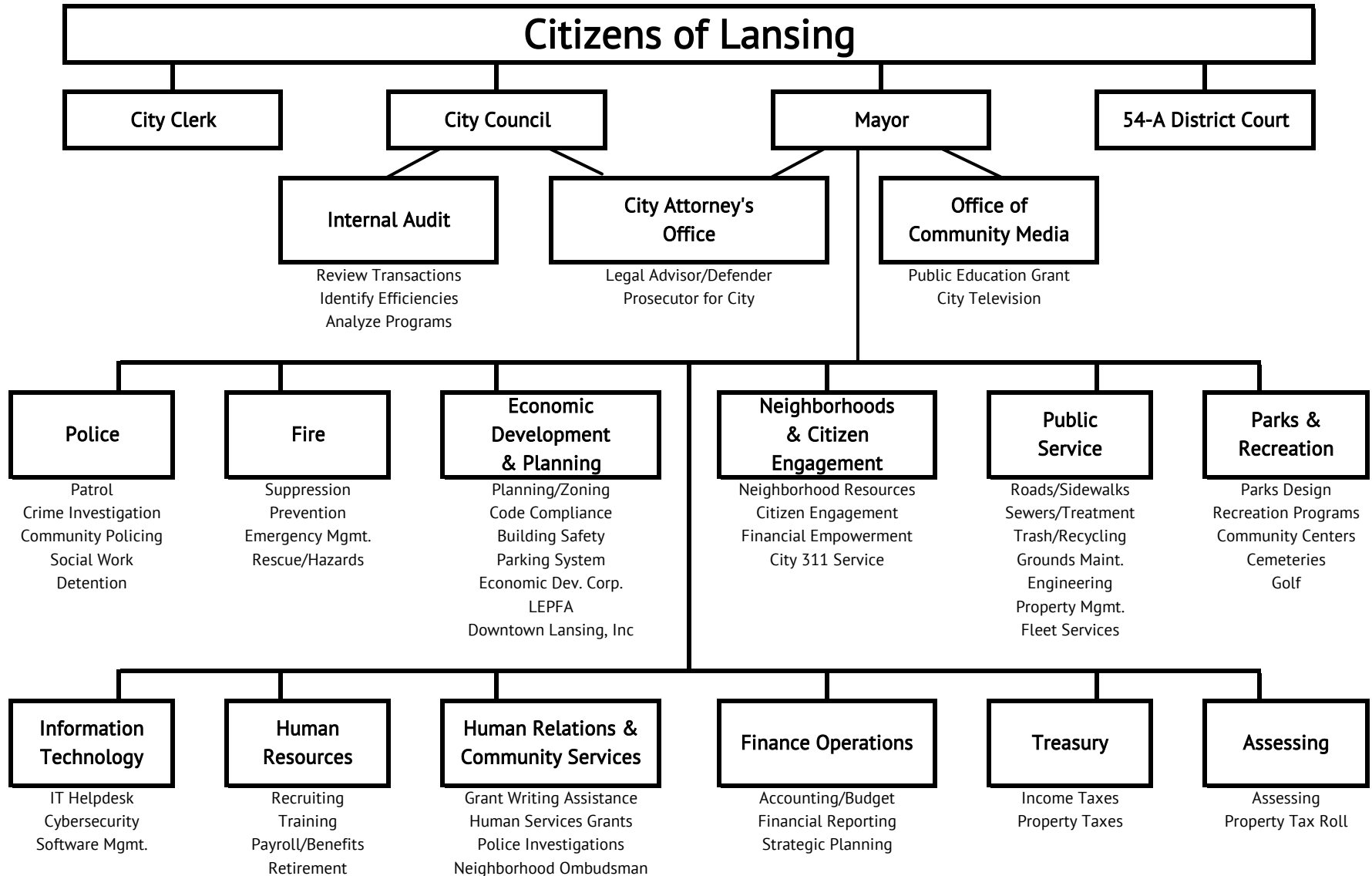
## OFFICERS

Chief of Staff.....  
Deputy Chief of Staff.....  
Chief Information Officer.....  
Chief Labor Negotiator.....  
Chief Strategy Officer.....  
City Assessor.....  
City Attorney.....  
Court Administrator.....  
Economic Development & Planning Director.....  
Finance Director/City Treasurer.....  
Fire Chief.....  
Human Relations & Community Service Director.....  
Human Resources Director.....  
Internal Auditor.....  
Neighborhoods, Arts, & Citizen Engagement Director.....  
Parks & Recreation Director.....  
Police Chief.....  
Public Service Director.....

Jane Bais DiSessa  
Mark Lawrence  
Christopher Mumby  
Elizabeth O'Leary  
Shelbi Frayer  
Sharon Frischman  
James Smiertka  
Anethia Brewer  
Brian McGrain  
Desiree A. Kirkland  
Brian Sturdivant  
Kimberly Coleman  
Linda Sanchez-Gazella  
Vacant  
DeLisa Fountain  
Brett Kaschinske  
Ellery Sosebee  
Andrew Kilpatrick

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# Table of Organization



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# City of Lansing Fiscal Year 2022-2023 Budget

## **Description**

Serving as Michigan's capital since 1848, the City of Lansing was incorporated in 1859 and operates under provisions of Public Act 279 of 1909, as amended (the "Home Rule City Act"). The City incorporates 34.7 square miles and is located in the lower middle of Michigan's Lower Peninsula and operates under a strong mayor form of government established by 1978 Charter revision.

Lansing is a mature core city with a population of 112,644 according to the 2020 Census and offers a full range of services. The City operates police headquarters and one precinct location with over 200 sworn police officers; six fire stations with a fire protection force of over 175; over 300 miles of sanitary sewers, 217 miles of storm sewers, and 200 miles of combined sewers; over 400 miles of roads; 115 parks; a District Court; and support for human services and cultural events. The City's main sources of revenue are property taxes, income taxes, State revenue sharing, Federal entitlement grants, and charges for services, including utility billings.

Additional information about the City and its services can be found in the statistical section of the City's Annual Comprehensive Financial Report (ACFR), as well as the City's website: [www.lansingmi.gov](http://www.lansingmi.gov).

## **Budget Process**

In accordance with the State Uniform Budgeting and Accounting Act (P.A. 2 of 1968), as amended, and the City Charter, the Mayor submits a proposed budget for each fiscal year to the City Council on the fourth Monday of March. After holding televised hearings and a public hearing, the City Council adopts a budget no later than the third Monday in May. A copy of the budget resolution is presented in the "Budget Resolution and Fee Changes" section of this budget document. Copies of the budget can be obtained on the City's website, [www.lansingmi.gov](http://www.lansingmi.gov), by contacting the Finance Department at 124 W. Michigan Ave., Lansing, MI, 48933, or by calling (517) 483-4500.

At any time during the fiscal year, the City Council (by affirmative vote of two-thirds of serving Council members) may consider appropriations which modify the previously adopted annual resolution to (a) transfer an unencumbered balance in whole or in part from any account (b) provide for the expenditures of revenues in excess of those in the budget (c) meet a public emergency affecting life, health, property, or the public peace.

## **Budget Summary**

The FY 2022-2023 budget for the City is \$243.4M for all funds (excluding non-entitlement grants) and \$155.5M for the General Fund. The City's total budget represents a 1.9% increase from the FY 2021-2022 adopted budget and a 2.7% increase from the FY 2021-2022 adopted budget for the General Fund.

An overview and highlights of the City's budget are included in the "Budget Overview" section. More detailed information, as well as other changes contained in the budget, can be found in the Department Summaries section of this budget document.

## **Budget Stabilization Fund/Reserve Policy**

P.A. 2 of 1968 requires the City to adopt a balanced budget: that total expenditures, including any accrued deficit, shall not exceed total estimated revenues, including an available surplus and proceeds from bonds or other obligations issued under the Fiscal Stabilization Act (P.A. 80 of 1981).

City General Fund reserves consist of the General Fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05. The target unrestricted balance for the combination of the General Fund Balance and the Budget Stabilization fund is dictated in the annually adopted budget policies included with the City's budget resolution.

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# City of Lansing Accounting/Fund Structure

## **Governmental Accounting/Fund Structure**

The City's finances are organized into Governmental, Proprietary (enterprise and internal service), and Fiduciary Funds which are fiscal and accounting entities with a self-balancing set of accounts that the City uses to keep track of specific sources of funding and spending for a particular purpose.

## **Governmental Funds**

Most of the City's basic services are reported in the governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for future spending. Governmental fund information helps determine whether there are greater or fewer financial resources that can be spent in the near future to finance the City's programs. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash.

The City's major governmental fund is the General Fund, which is the general operating fund of the City. It is used to account for and report all financial resources not accounted for and reported in another fund. Nonmajor special revenue funds included within the budget proposal are as follows:

- Major Streets Fund
- Local Streets Fund
- Drug Law Enforcement - Federal Fund
- Drug Law Enforcement - State and Local Fund
- Tri-County Metro Fund
- Community Development Block Grant Program Fund (CDBG, ESG, HOME)
- Downtown Lansing, Inc. Fund
- Stadium Fund
- Building Safety Fund

## **Proprietary Funds**

When the City charges customers for the services it provides, whether to outside customers or to other agencies within the City, these services are generally reported in proprietary funds. Proprietary funds (enterprise and internal service) utilize full accrual accounting; the same method used by private sector businesses. Enterprise funds report activities that provide supplies and services to the general public. Internal service funds account for activities that provide supplies and services to other departments and funds internal to the City - internal service fund expenditures are appropriated through their charges to other funds.

The City's major proprietary funds are the Sewage Disposal System Fund, which accounts for the activities of sewage disposal services to City residents, and the Municipal Parking System Fund, which accounts for the operation of City-owned parking facilities. Nonmajor Enterprise funds include the following:

- Garbage and Rubbish Collection Fund
- Recycling Fund
- Municipal Cemetery Fund
- Municipal Golf Course Fund

## **Fiduciary Funds**

The City acts as a trustee or fiduciary for these funds, which use full accrual accounting. These assets are restricted in purpose and do not represent spendable assets of the City to finance its operations.

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Andy Schor  
Mayor



City Hall - 9th Floor  
124 W. Michigan Avenue  
Lansing, MI 48933-1694  
PH: 517.483.4141 – FAX: 517.483.6066  
Lansing.Mayor@lansingmi.gov

Andy Schor, Mayor

**OFFICE OF THE MAYOR**  
CITY OF LANSING, MICHIGAN

March 28, 2022

President Adam Hussain and Councilmembers  
Lansing City Council  
124 W. Michigan Ave.  
Lansing, MI 48933

Dear President Hussain and City Council Colleagues:

I am pleased to present to you my Executive Budget Recommendation for Fiscal Year (FY) 2023, which begins this July 1 and runs through June 30, 2023. A supplemental appropriation is provided for FY 2022 which accounts for budget carryforwards, updated revenue and fund balance projections, and frees up American Rescue Plan Act (ARPA) funds for immediate use.

My FY 2023 proposed spending plan for the City is \$241.6 million, a 1.2% increase from the adopted FY 2022 budget. The proposed General Fund budget for FY 2023 is \$154.8 million, a 2.3% increase from the projected FY 2023 budget.

The City has aggressively pursued grant opportunities from the Coronavirus Aid, Relief, and Economic Security (CARES) Act including utilizing public safety payroll reimbursement to maintain City capacity and hazard pay to first responders. The City has utilized Coronavirus Emergency Rental Assistance Grants to provide \$47.6M to date in direct assistance providing rental, utility, and internet assistance across Ingham County.

The City is actively seeking out additional funds from the Infrastructure Investment and Jobs (IIJ) Act, which is anticipated to provide a much needed investment in public infrastructure, and presents a plan here for spending the State and Local Fiscal Recovery Funds (SLFRF) from ARPA toward the eligible uses as outlined by the law and US Department of Treasury's guidance in the Final Rule.

At this time the City continues to experience challenges addressing our pension and retiree healthcare costs, i.e. "legacy costs". The City of Lansing has made notable headway in reducing the post-employment benefits (OPEB) liability. The changes occurred through negotiated fee reductions, actuarial assumption adjustments, medical carrier switches, etc. While it is true that the total net liability has reduced appreciably over the past two years, the City still has a significant total net OPEB liability of \$219M. The City continues to assess costs, carriers, and other means to reduce OPEB materially.

The City of Lansing's objective is to fully pre-fund other post-employment benefits (OPEB). To reach the City's goal, it must consider additional ways to reduce plan costs and pay future post-employment healthcare costs from the "Healthcare Reserves" in the retirement trusts. Prior OPEB contributions were not ample enough to impact the City's funding progress. By changing the funding model from the current pay-as-you-go method to the actuarially determined employee contribution (ADEC) method, the City will make substantial progress towards fully pre-funding OPEB.

Although not included in this budget recommendation, the City is also anticipated to receive dollars from Opioid Settlements, to be used for opioid treatment, prevention, and remediation. Once a final settlement amount is known, I will provide a spending plan for your additional consideration. The City is exploring using these funds for additional Social Workers and for providing the latest equipment to our paramedics so they are able to respond effectively to these needs across the City.

In consideration of the challenges and continued development occurring within the City of Lansing, it is equally important that we make strategic investments in the services we provide in order to continue growing the City's economy and to strengthen the quality of life for our current and prospective residents, business owners, workers, and visitors.

Therefore, my FY 2023 Executive Budget Recommendation includes a number of key investments:

#### Public Safety

Over the past year we have focused on hiring and training our first responders, this year we continue these investments providing an Assistant Police Chief for a more efficient organization, a Communications Director to share information with the community, and a Principal Clerk to assist with the daily operations of the Central Records division.

#### Infrastructure and Equipment

I am pleased to present a budget that contains:

- \$2.750 million for major street and bridge work
- \$1.845 million for local street repairs
- \$200,000 for new sidewalks, sidewalk repairs, and trailways
- As with each of my budgets, 100% of the City road/sidewalk millage is proposed to be used for projects
- Continued combined sanitary and stormwater sewer separations

#### Neighborhoods and Economic Development

The City is using federal money to continue to support economic development within the City in response to the COVID-19 public health emergency including continued support for the EDC

and maintaining our neighborhood programs. We have already seen incredible return on investment from the collaboration of our Neighborhoods and Citizen Engagement Department in uncovering grant opportunities for the City of Lansing, and I am adding a full-time Grant Administrator in order to further these efforts.

#### Hiring and Personnel

Attracting and retaining talent is necessary to provide the best service possible to the people of Lansing. This is why I am strengthening our Human Resources department to include a new Deputy Director, Hiring Specialist, and Health and Wellness Specialist to better facilitate hiring processes and our employees' needs.

#### Financial Accountability

Our auditors have recommended we take steps to improve the timing of bank reconciliations and financial entries. I consider this a serious issue for the accuracy and timeliness of our financial reporting, and our Finance Director and Treasurer Desiree Kirkland is tackling this head on. Many improvements were implemented over the course of the previous fiscal year, and I am proposing the addition of an Accountant to focus on accounts receivable and bank reconciliations to resolve these reoccurring findings once and for all.

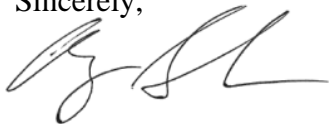
#### Financial Health

It is important that as we pay our bills and provide the best services possible to our community, we also monitor and protect our long-term financial health. The proposed FY 2023 budget is balanced, utilizing federal dollars to support government services to the extent of revenue losses due to the COVID-19 public health emergency, and maintaining a fund balance that fulfills the City's 12% to 15% fund balance policy. To further support our Financial Health, I am further providing \$40k for temporary assistance to update our personal property data to provide updated assessing information to our residents and to ensure we are collecting the full value of our property tax revenues.

As the result of our efforts these past two years we are in a strong position to confront the pandemic. Specifically, the projected budget proposed for FY 2022 utilizes the one-time savings and revenue sources of the previous year to free up ARPA dollars to be used for our employees and community investments in the current fiscal year.

I look forward to discussing the FY 2023 Executive Budget Recommendation and working with you to finalize our spending priorities over the coming months.

Sincerely,

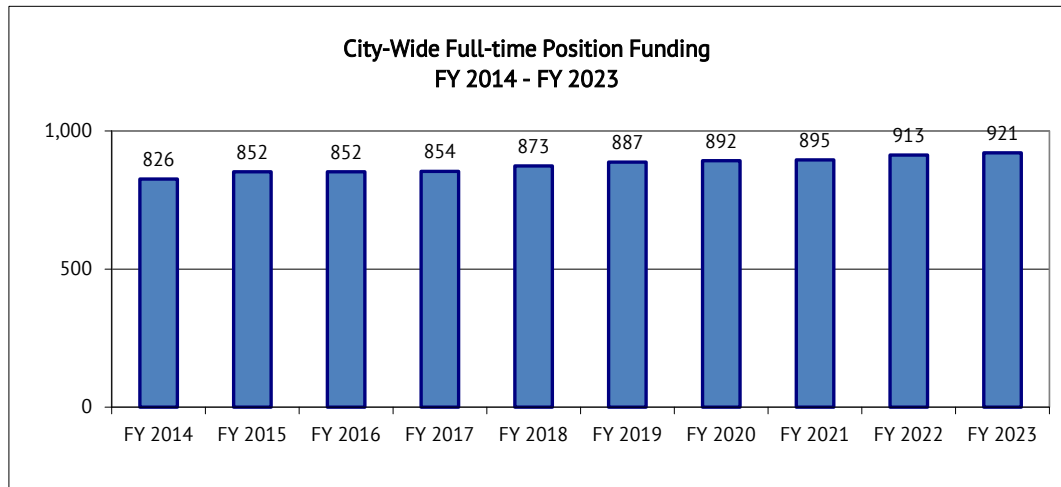


Andy Schor  
Mayor

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**Summary of Projected Full-Time Positions by Department  
(Includes Elected Officials)**



	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
City Council	10	10	10	10	10	10	10	10	10	10
Internal Audit	1	1	1	1	1	1	1	1	1	1
Mayor's Office	5	5	6	6	7	7	7	7	8	8 <sup>(1)</sup>
Office of Community Media	2	2	2	2	2	2		2	2	2
Non-Departmental							2	2	2	2 <sup>(2)</sup>
City Clerk	5	5	5	5	5	6	6	6	6	6
Court/Probation Staff	43	46	45	45	45	45	45	45	45	45
Economic Development & Planning	45	43	43	42	55	64	66	66	66	68 <sup>(3)</sup>
Neighborhood & Citizen Engagement	0	0	0	0	2	5	6	5	5	6 <sup>(3)</sup>
City 311									7	7 <sup>(8)</sup>
Finance Operations	30	29	29	30	30	33	9	10	9	10 <sup>(4)</sup>
Assessing							11	11	11	11
Treasury/Income Tax							14	14	16	16 <sup>(9)</sup>
Information Technology	10	11	11	11	11	16	14	14	14	14
Human Resources	9	10	10	12	12	11	11	11	11	14
City Attorney	10	10	11	11	11	12	12	12	13	13 <sup>(5)</sup>
Police	229	234	239	239	239	239	240	243	251	254 <sup>(6)</sup>
Fire	180	202	195	195	195	184	184	184	184	184 <sup>(7)</sup>
Public Service	226	222	222	222	224	229	229	229	229	227
Human Relations & Community Services	5	6	7	7	8	10	10	10	10	10
Parks & Recreation	16	16	16	16	16	13	13	13	13	13
	<b>826</b>	<b>852</b>	<b>852</b>	<b>854</b>	<b>873</b>	<b>887</b>	<b>892</b>	<b>895</b>	<b>913</b>	<b>921</b>

<sup>(1)</sup> Labor Relations was moved to the Mayor's Office in FY 2018. Chief Strategy Officer position established FY 2020.

<sup>(2)</sup> Graphic Designer and Communications Manager are charged separate across multiple departments.

<sup>(3)</sup> Office of Financial Empowerment and one position from Economic Development & Planning were transferred to the Neighborhood & Citizen Engagement Department in FY 2018. Lansing SAVE vacancy eliminated FY 2021. Code Compliance Officer and Mechanical Instructor added for ED&P & Grant Admin added for N&CE in FY 2022.

<sup>(4)</sup> Assessing and Treasury/Income Tax separated from Finance in FY 2020. Purchasing restored as a union position from contracted services in FY 2021. Finance Director position restored FY 2021. Accountant position added FY 2022.

<sup>(5)</sup> Assistant City Attorney - Council Liaison position added mid year

<sup>(6)</sup> One FOIA Analyst and one Social Worker were added to Police for FY 2022, 5 Grant Funded Officers added-mid year along with Assistant Chief. For FY 2023, Public Information Coordinator and Principal Clerk added.

<sup>(7)</sup> In FY 2018, 14 Code Compliance positions were transferred from Fire to Economic Development & Planning.

<sup>(8)</sup> Seven positions were added to N&CE for FY 2022 for the purpose of implementing and staffing the new City 311 program.

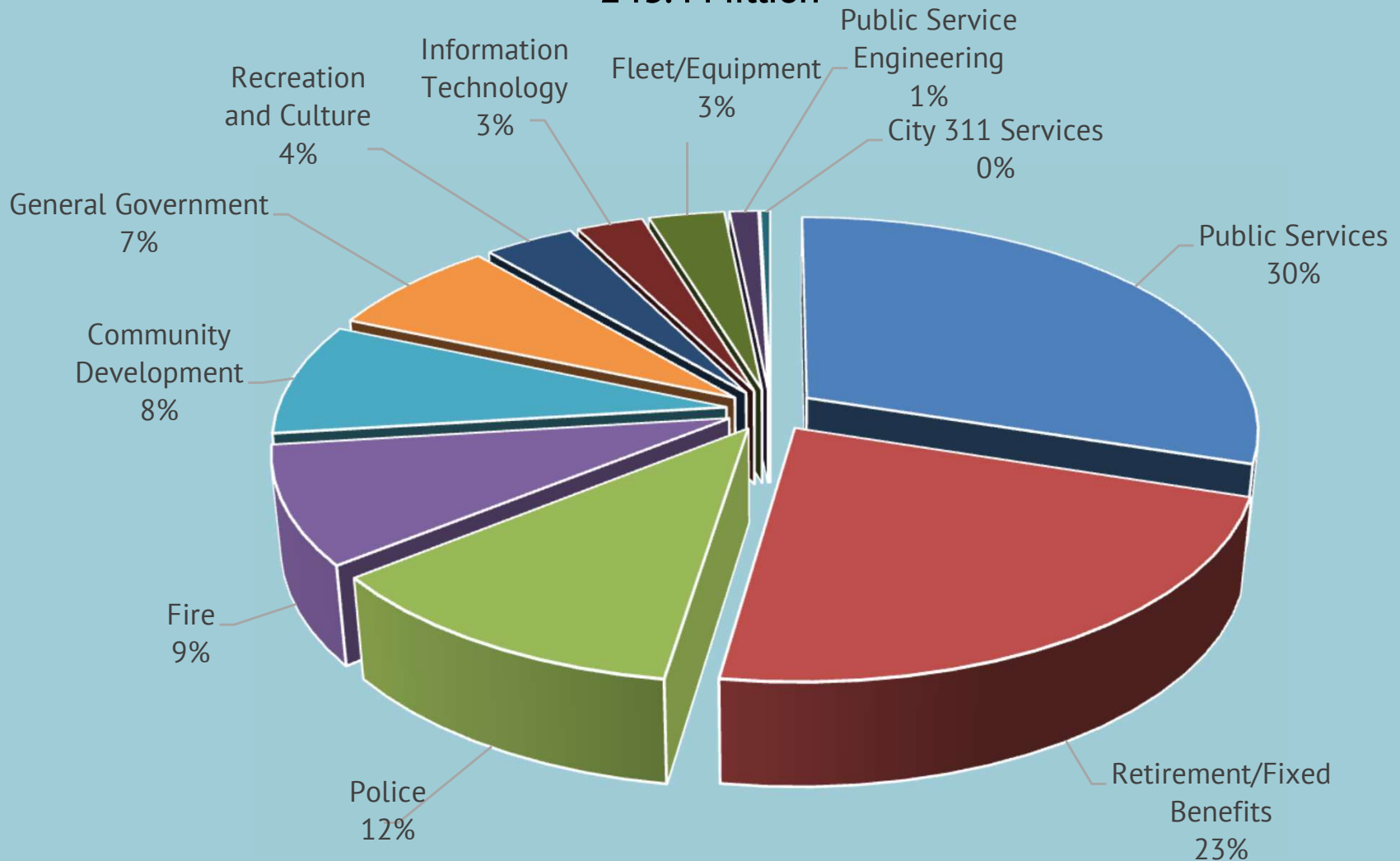
<sup>(9)</sup> Two part time Community Service Representatives converted to full time.

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2022</u>
Number of employees per 1,000 residents	7.3	7.5	7.3	7.4	7.4	7.6	7.6	7.7	7.8	7.9

# How the Money is Spent

## FY 2022/2023 City Wide Budget

243.4 Million



## FY 2022/2023 City-Wide Budget by Department/Service Type

<u>Department</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>	<u>Percent General Fund</u>	<u>Percent of Total Budget</u>
<u>General Government</u>					
Attorney's Office	1,709,110	-	\$ 1,709,110		
City Clerk	1,197,047	-	1,197,047		
Council	583,409	-	583,409		
District Court	4,062,056	-	4,062,056		
Circuit Court Building Rental	336,693	-	336,693		
Internal Audit	140,375	-	140,375		
Finance	1,558,943	-	1,558,943		
City Assessor	1,359,554	-	1,359,554		
Treasury/Income Tax	1,531,936	-	1,531,936		
Human Resources	2,190,593	-	2,190,593		
Mayor's Office	1,215,433	-	1,215,433		
Office of Community Media	451,543	-	451,543		
Library Building Rental	136,150	-	136,150		
Capital Improvements	350,000	630,000	980,000		
Debt Service	987,100	-	987,100		
Vacancy Factor	(700,000)	-	(700,000)		
Subtotal - General Government	\$ 17,109,942	\$ 630,000	\$ 17,739,942	96.45%	7.29%
<u>Public Safety</u>					
Police	27,829,388	923,000	\$ 28,752,388		
Fire	21,531,025	-	21,531,025		
Subtotal - Public Safety	\$ 49,360,413	\$ 923,000	\$ 50,283,413	98.16%	20.66%
<u>Recreation &amp; Culture</u>					
Parks & Recreation - General Fund	6,459,131	-	\$ 6,459,131		
Parks Capital Improvements	1,843,000	-	1,843,000		
Parks - Golf	100,000	-	100,000		
Parks - Cemeteries	450,000	267,282	717,282		
Subtotal - Recreation & Culture	\$ 8,852,131	\$ 267,282	\$ 9,119,413	97.07%	3.75%
<u>Community Development</u>					
Economic Development & Planning	5,406,547	4,883,689	\$ 10,290,236		
Neighborhood & Citizen Engagement	1,021,503	-	1,021,503		
Human Relations & Community Services Dept.	1,269,683	-	1,269,683		
Human Service Agency Support	1,814,000	-	1,814,000		
Address Racism/Promote Racial Equity	146,000	-	146,000		
City Supported Agencies	487,500	-	487,500		
Downtown Lansing, Inc.	85,000	608,389	693,389		
Stadium	486,731	262,001	748,732		
Subtotal - Community Development	\$ 10,716,964	\$ 9,746,830	\$ 20,463,794	52.37%	8.41%
<u>Public Services</u>					
Public Services - General Fund	10,059,249	-	\$ 10,059,249		
Public Services - Roads/Sidewalks	2,430,000	13,454,302	15,884,302		
Public Services - Sewer	-	40,459,472	40,459,472		
Public Services - Refuse	-	1,344,371	1,344,371		
Public Services - Recycling	-	2,947,167	2,947,167		
Public Services - Drain	-	968,079	968,079		
Public Services - Fleet	-	1,225,000	1,225,000		
Subtotal - Public Services	\$ 12,489,249	\$ 60,398,390	\$ 72,887,639	17.13%	29.95%
<u>Internal Services</u>					
Retirement/Fixed Benefits	44,205,173	10,414,827	\$ 54,620,000	80.93%	22.44%
Information Technology	6,027,184	707,261	6,734,445		
Fleet/Equipment	5,402,500	2,223,176	7,625,676		
Public Service Engineering	926,300	1,969,407	2,895,707		
City 311 Service	422,644	583,693	1,006,337		
Subtotal - Internal Services	\$ 56,983,801	\$ 15,898,364	\$ 72,882,165	78.19%	29.95%
	<u>\$ 155,512,500</u>	<u>\$ 87,863,865</u>	<u>\$ 243,376,365</u>		

Note: Transfers from other funds are netted out from expenditures so as not to overstate total funding.

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# FUND SUMMARIES

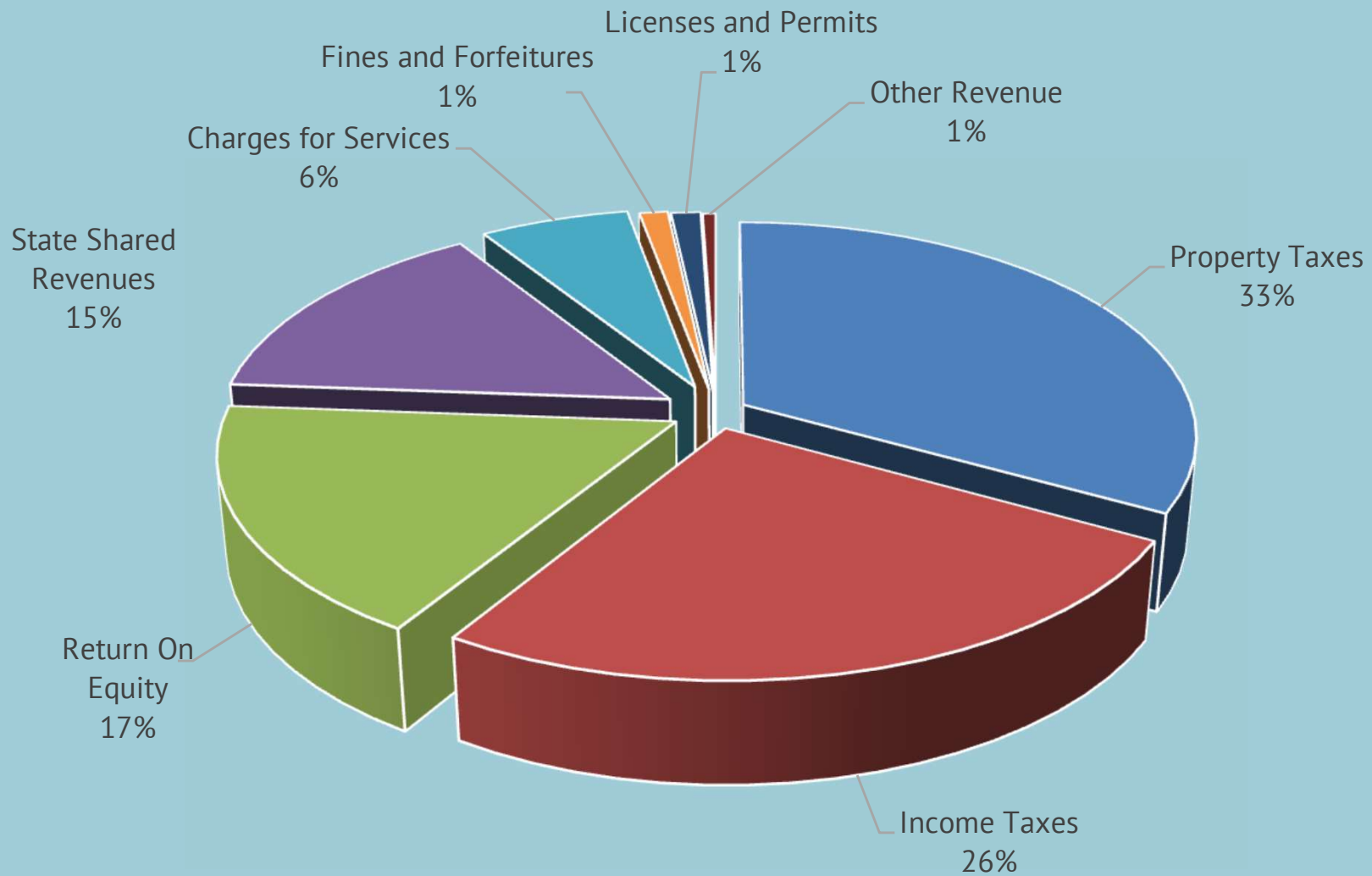
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# Where the Money Comes From

## FY 2022/2023 General Fund Budgeted Revenues

145.8 Million



**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**General Fund Revenue (excluding use of reserves)**

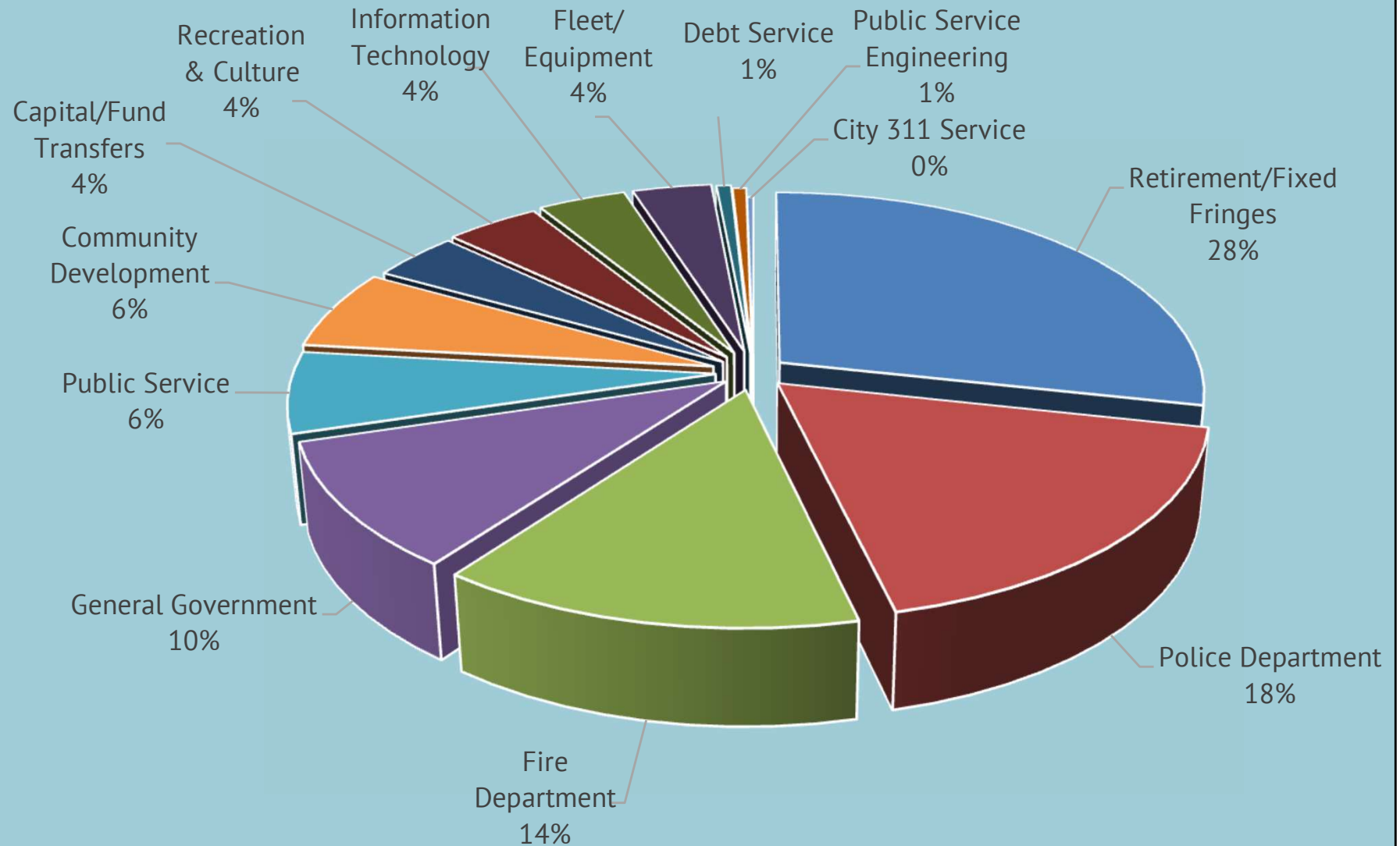
	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<u>Property Taxes</u>					
General Operations	32,598,252	34,325,000	34,325,000	36,095,000	
Dedicated - Police	3,300,000	3,525,000	3,525,000	3,645,000	
Dedicated - Fire	3,300,000	3,525,000	3,525,000	3,645,000	
Dedicated - Roads	2,200,000	2,350,000	2,350,000	2,430,000	
Dedicated - Parks	2,200,000	2,350,000	2,350,000	2,430,000	
Total	43,598,252	46,075,000	46,075,000	48,245,000	4.7%
<u>Income Taxes</u>					
City Income Tax	37,005,040	29,380,800	37,241,000	37,510,000	
Total	37,005,040	29,380,800	37,241,000	37,510,000	27.7%
<u>Return on Equity</u>					
Board of Water and Light	25,000,000	25,000,000	25,000,000	25,000,000	
Sewer Fund	-	-	300,000	300,000	
Total	25,000,000	25,000,000	25,300,000	25,300,000	1.2%
<u>State Revenues</u>					
Revenue Sharing	16,612,094	15,598,000	16,218,000	16,899,500	
Fire Reimbursement Grants	2,926,705	3,250,000	2,620,000	2,750,000	
Personal Property Tax Reimbursement	1,598,557	900,000	900,000	900,000	
Recreational Marijuana	280,013	350,000	900,000	900,000	
Liquor License Fee	73,308	70,000	80,000	70,000	
Total	21,490,677	20,168,000	20,718,000	21,519,500	6.7%
<u>Charges for Services</u>					
Public Safety	3,922,670	4,368,850	4,368,850	4,368,850	
Reimbursements	2,385,039	2,348,150	2,498,150	2,242,200	
Code Compliance	2,496,999	1,091,000	1,091,000	1,846,000	
Recreation Fees	587,412	415,500	415,500	415,500	
Appeals & Petitions	81,430	84,350	84,350	82,450	
Work for Others	142,423	35,200	35,200	33,200	
Central Stores	3,515	1,500	1,500	3,500	
Subscriptions and Information	2,830	300	300	2,300	
Total	9,622,318	8,344,850	8,494,850	8,994,000	7.8%
<u>Fines and Forfeitures</u>					
Fines and Forfeitures	1,422,707	1,777,600	1,777,600	1,692,200	
Total	1,422,707	1,777,600	1,777,600	1,692,200	-4.8%
<u>Licenses &amp; Permits</u>					
Cable Franchise Fees	1,120,975	1,000,000	1,000,000	1,000,000	
Marihuana Licenses	670,000	600,000	600,000	650,000	
Business Licenses	81,013	65,250	65,250	64,450	
Non-Business Licenses	39,818	37,600	37,600	37,600	
Building Licenses & Permits	24,525	17,250	17,250	17,250	
Total	1,936,332	1,720,100	1,720,100	1,769,300	2.9%
<u>Interest &amp; Rents</u>					
Interest Income	340,554	210,000	210,000	330,000	
Total	340,554	210,000	210,000	330,000	57.1%
<u>Other Revenues</u>					
Miscellaneous	227,243	173,000	173,000	173,000	
Sale of Fixed Assets	89,235	102,000	102,000	102,000	
Donations & Contributions	144,046	65,000	78,614	65,000	
Total	460,524	340,000	353,614	340,000	0.0%
<u>Total General Fund</u>					
Operating Revenue	140,876,403	133,016,350	141,890,164	145,700,000	
Transfers from Other Funds	350,000	100,000	100,000	100,000	
Total	141,226,403	133,116,350	141,990,164	145,800,000	9.5%



# How the Money is Spent

## FY 2022/2023 General Fund Budget

### 155.5 Million





**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**General Fund Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning General Fund Balance</b>	17,067,207	17,067,207	17,067,207	5,873,867	
<b>Beginning Budget Stab. Fund Balance</b>	12,705,546	12,705,546	12,705,546	12,705,546	
<b>Total General Fund Reserves</b>	10,121,010	29,772,753	29,772,753	18,579,413	
<b>Revenues (detail on previous page)</b>	141,226,403	133,116,350	141,990,164	145,800,000	9.5%
<u>General Government Expenditures</u>					
Attorney's Office	1,250,783	1,574,249	1,574,249	1,709,110	8.6%
City Clerk	970,195	1,092,782	1,242,782	1,197,047	9.5%
Council	445,851	503,484	503,484	583,409	15.9%
District Court	3,368,813	3,854,419	3,854,419	4,062,056	5.4%
Circuit Court Building Rental	283,735	285,000	325,500	336,693	18.1%
Internal Audit	48,486	118,127	118,127	140,375	18.8%
Finance	1,296,553	1,378,542	1,378,542	1,558,943	13.1%
City Assessor	804,017	1,232,797	1,232,797	1,359,554	10.3%
Treasury/Income Tax	1,155,997	1,455,037	1,455,037	1,531,936	5.3%
Human Resources	1,529,200	1,905,173	1,918,173	2,190,593	15.0%
Mayor's Office	706,639	1,036,093	1,085,493	1,215,433	17.3%
Office of Community Media	300,054	399,392	399,392	451,543	13.1%
Library Building Rental	157,650	135,000	135,000	136,150	0.9%
Vacancy Factor	-	(1,400,000)	(1,400,000)	(700,000)	-50.0%
Contingency	-	300,000	-	-	-100.0%
Total General Government	12,317,974	13,870,095	13,822,995	15,772,842	13.7%
<u>Public Safety Expenditures</u>					
Police Department	24,875,976	26,309,472	26,403,086	27,829,388	5.8%
Fire Department	19,751,400	20,321,076	20,746,076	21,531,025	6.0%
Total Public Safety	44,627,376	46,630,548	47,149,162	49,360,413	5.9%
<u>Community Development Expenditures</u>					
Economic Development & Planning	3,132,661	4,333,971	4,333,971	5,143,547	18.7%
Neighborhood & Citizen Engagement	757,802	898,595	998,595	1,021,503	13.7%
Human Relations & Community Services	537,601	1,206,874	1,206,874	1,269,683	5.2%
Human Service Agency Support	1,182,042	1,665,000	2,425,040	1,814,000	8.9%
Addressing Racial Justice and Equity	-	135,000	135,000	146,000	8.1%
City Supported Agencies	90,500	467,500	527,500	487,500	4.3%
Total Community Development	5,700,606	8,706,940	9,626,980	9,882,233	13.5%
<u>Public Service</u>					
Public Service Department	8,647,534	9,911,178	9,911,178	10,059,249	1.5%
<u>Parks &amp; Recreation</u>					
Parks & Recreation Department	4,425,698	6,431,628	6,431,628	6,459,131	0.4%
<u>Internal Service Fund Expenses</u>					
Retirement/Fixed Benefits	40,348,668	46,412,238	46,362,838	44,205,173	-4.8%
Information Technology Expense	5,379,656	6,063,608	6,063,608	6,027,184	-0.6%
Fleet Expense	4,423,777	4,669,832	4,669,832	5,402,500	15.7%
Public Service Engineering	618,787	828,263	828,263	926,300	11.8%
City 311 Services	-	-	-	422,644	
<u>Non-Departmental Expenditures:</u>					
Operating Subsidies to Other Funds	1,314,569	1,255,000	1,255,000	834,731	
Capital Improvements	2,422,000	5,522,000	6,072,000	5,173,000	
Debt Service & Penalties	1,370,609	990,020	990,020	987,100	
<b>Expenditures</b>	131,597,255	151,291,350	153,183,504	155,512,500	2.8%
<b>Net Impact on Fund Balance</b>	9,629,148	(18,175,000)	(11,193,340)	(9,712,500)	
<b>CARES/ARPA Reimbursement</b>	7,332,100	18,875,000	-	9,712,500	
<b>IRS/ACA Bills Resolved</b>	2,500,000	-	-	-	
<b>Ending General Fund Reserves</b>	29,772,753	30,472,753	18,579,413	18,579,413	

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Major Streets Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	12,550,492	13,024,279	13,024,279	8,057,862	
<b><u>Revenues</u></b>					
Gas & Weight Tax Receipts	11,817,026	10,727,258	10,727,258	11,277,425	5.1%
Federal Grant - Non SEFA	5,068,286	-	-	-	
Utility Permit Fees (Metro Act)	529,718	600,000	600,000	520,000	-13.3%
State Trunkline & Utility Cut Reimbursements	525,933	500,000	500,000	525,000	5.0%
Interest Income	9,704	-	-	-	
Miscellaneous Revenue	232,773	222,000	222,000	38,500	-82.7%
<b>Total Revenues</b>	<b>18,183,439</b>	<b>12,049,258</b>	<b>12,049,258</b>	<b>12,360,925</b>	<b>2.6%</b>
<b><u>Expenditures</u></b>					
<b>Capital</b>					
Major Maintenance	8,028,041	4,730,000	4,730,000	4,250,000	-10.1%
Traffic Maintenance	33,839	250,000	250,000	50,000	
Debt Service	749,964	797,857	797,857	472,525	-40.8%
<b>Total Capital</b>	<b>8,811,843</b>	<b>5,777,857</b>	<b>5,777,857</b>	<b>4,772,525</b>	<b>-17.4%</b>
<b>Operating</b>					
Administration & Engineering	1,135,573	1,746,522	1,746,522	1,795,722	2.8%
Routine Road Maintenance	2,383,051	2,930,215	2,930,215	2,697,123	-8.0%
Bridge Maintenance	47,614	100,194	100,194	98,953	-1.2%
Winter Maint. - Snow Removal	1,146,180	1,594,503	1,594,503	1,591,637	-0.2%
Trunkline Maintenance	661,993	343,885	343,885	320,963	-6.7%
Traffic Administration	15,754	5,000	5,000	5,000	0.0%
Traffic Maintenance	368,795	517,500	517,500	518,000	0.1%
<b>Total Operating</b>	<b>5,758,961</b>	<b>7,237,818</b>	<b>7,237,818</b>	<b>7,027,398</b>	<b>-2.9%</b>
Transfer to Local Streets Fund	3,082,755	4,000,000	4,000,000	3,361,002	-16.0%
<b>Total Expenditures</b>	<b>17,653,559</b>	<b>17,015,675</b>	<b>17,015,675</b>	<b>15,160,925</b>	<b>-10.9%</b>
Fund Balance Increase/(Decrease)	529,880	(4,966,417)	(4,966,417)	(2,800,000)	
<b>Ending Fund Balance</b>	<b>13,024,279</b>	<b>8,057,862</b>	<b>8,057,862</b>	<b>5,257,862</b>	<b>-34.7%</b>

This page is a presentation of the projected results of operations for Major Street (main artery road) operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Major Street Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Local Streets Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	4,020,738	3,632,894	3,632,894	2,298,512	
<b><u>Revenues</u></b>					
Gas & Weight Tax Receipts	3,460,958	3,575,753	3,575,753	3,759,160	5.1%
Miscellaneous Revenue	7,174	150,000	150,000	150,000	0.0%
Transfer from General Fund - Millage	2,342,000	2,350,000	2,350,000	2,308,000	-1.8%
Transfer from Major Streets Fund	3,082,755	4,000,000	4,000,000	3,361,002	-16.0%
Total Revenues	8,892,887	10,075,753	10,075,753	9,578,162	-4.9%
<b><u>Expenditures</u></b>					
<b>Capital</b>					
Major Maintenance	2,996,659	3,831,000	3,831,000	3,795,000	-0.9%
Debt Service	493,074	885,656	885,656	619,008	-30.1%
Total Capital	3,489,733	4,716,656	4,716,656	4,414,008	-6.4%
<b>Operating</b>					
Administration & Engineering	1,137,337	1,236,148	1,236,148	1,256,853	1.7%
Surface Maintenance	3,825,765	4,520,631	4,520,631	4,096,193	-9.4%
Winter Maintenance	610,422	820,700	820,700	895,608	9.1%
Traffic Administration	-	-	-	-	
Traffic Maintenance	52,830	116,000	116,000	115,500	-0.4%
Total Operating	5,626,355	6,693,479	6,693,479	6,364,154	-4.9%
Total Expenditures	9,116,088	11,410,135	11,410,135	10,778,162	-5.5%
Fund Balance Increase/(Decrease)	(223,201)	(1,334,382)	(1,334,382)	(1,200,000)	
<b>Ending Fund Balance</b>	3,632,894	2,298,512	2,298,512	1,098,512	-52.2%

This page is a presentation of the projected results of operations for Local (local access) Street operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Local Street Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Federal Drug Enforcement Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	433,292	290,311	290,311	90,311	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	8,436	-	-	-	
Interest Income	382	4,000	4,000	-	-100.0%
Total Revenues	8,818	4,000	4,000	-	-100.0%
<b><u>Expenditures</u></b>					
Operating	91,235	174,000	174,000	-	-100.0%
Capital	60,451	30,000	30,000	-	-100.0%
Total Expenditures	151,686	204,000	204,000	-	-100.0%
Fund Balance Increase/(Decrease)	(142,868)	(200,000)	(200,000)	-	
<b>Ending Fund Balance</b>	290,311	90,311	90,311	90,311	0.0%

This page is a presentation of the projected results of operations for State/Local Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the State/Local Drug Enforcement Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**State/Local Drug Enforcement Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	613,047	143,446	143,446	240,946	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	52,251	-	100,000	-	
Interest Income	469	7,500	7,500	7,500	0.0%
Total Revenues	52,720	7,500	107,500	7,500	0.0%
<b><u>Expenditures</u></b>					
Operating	519,596	-	10,000	168,000	
Capital	2,562	-	-	54,000	
Total Expenditures	522,158	-	10,000	222,000	
Fund Balance Increase/(Decrease)	(469,439)	7,500	97,500	(214,500)	
<b>Ending Fund Balance</b>	143,446	150,946	240,946	26,446	-82.5%

This page is a presentation of the projected results of operations for State/Local Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the State/Local Drug Enforcement Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Tri-County Metro Drug Enforcement Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	368,100	198,078	198,078	199,078	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	47,749	-	120,000	268,000	
Contributions from Local Units	443,934	-	425,000	425,000	
Interest Income	622	8,000	8,000	8,000	0.0%
Total Revenues	492,305	8,000	553,000	701,000	8662.5%
<b><u>Expenditures</u></b>					
Ingham-Eaton-Clinton Task Force	662,328	-	552,000	701,000	
Total Expenditures	662,328	-	552,000	701,000	
Fund Balance Increase/(Decrease)	(170,022)	8,000	1,000	-	
<b>Ending Fund Balance</b>	198,078	206,078	199,078	199,078	-3.4%

This page is a presentation of the projected results of operations for Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Tri-County Metro Special Revenue Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Building Safety Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	1,677,085	3,541,014	3,541,014	3,591,014	
<b><u>Revenues</u></b>					
Licenses & Permits	4,527,655	2,931,100	2,931,100	3,051,100	4.1%
Charges for Services	(3,741)	800	800	1,000	25.0%
Miscellaneous	-	100	100	-	-100.0%
Transfers from Other Funds	-	-	-	-	
<b>Total Revenues</b>	<b>4,523,915</b>	<b>2,932,000</b>	<b>2,932,000</b>	<b>3,052,100</b>	<b>4.1%</b>
<b><u>Expenditures</u></b>					
Personnel	2,077,977	2,218,159	2,218,159	2,197,384	-0.9%
Operating	582,007	663,841	663,841	669,716	0.9%
<b>Total Expenditures</b>	<b>2,659,985</b>	<b>2,882,000</b>	<b>2,882,000</b>	<b>2,867,100</b>	<b>-0.5%</b>
 Fund Balance Increase/(Decrease)	 1,863,930	 50,000	 50,000	 185,000	
<b>Ending Fund Balance</b>	<b>3,541,014</b>	<b>3,591,014</b>	<b>3,591,014</b>	<b>3,776,014</b>	<b>5.2%</b>

This page is a presentation of the projected results of operations for Building Safety operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Building Safety Fund in the Department Summary section, under Economic Development and Planning.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Federal Entitlement Grant Special Revenue Funds**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	2,664,403	2,239,580	2,239,580	2,202,537	-1.7%
General Fund Transfer	-	250,000	250,000	162,935	-34.8%
Total CDBG Revenues	2,664,403	2,489,580	2,489,580	2,365,472	-5.0%
<b><u>Expenditures</u></b>					
General Administration	417,064	684,838	684,838	600,443	-12.3%
Single Family Rehab Program	1,937,563	1,372,925	1,372,925	1,333,212	-2.9%
Land Acquisition	9,865	100,000	100,000	100,000	0.0%
Neighborhood Community Services	282,668	301,817	301,817	301,817	0.0%
Economic Development	17,243	30,000	30,000	30,000	0.0%
Total CDBG Expenditures	2,664,403	2,489,580	2,489,580	2,365,472	-5.0%
<b>HOME GRANT</b>					
<b><u>Revenues</u></b>					
Federal Grants	1,380,018	818,361	818,361	806,361	-1.5%
Program Income	175,609	20,000	20,000	85,000	325.0%
Total HOME Grant Revenues	1,555,628	838,361	838,361	891,361	6.3%
<b><u>Expenditures</u></b>					
General Administration	99,045	281,018	281,018	253,536	-9.8%
Single Family Rehab Program	254,345	110,000	110,000	552,825	402.6%
Land Acquisition	1,202,238	447,343	447,343	85,000	-81.0%
Total HOME Grant Expenditures	1,555,628	838,361	838,361	891,361	6.3%
<b>HOME GRANT</b>					
<b><u>Revenues</u></b>					
Federal Grants	174,433	174,439	174,439	174,439	0.0%
General Fund Transfer	174,433	-	-	-	
Total ESG Revenues	348,866	174,439	174,439	174,439	0.0%
<b><u>Expenditures</u></b>					
Federal Grants	348,866	174,439	174,439	174,439	0.0%
Total ESG Revenues	348,866	174,439	174,439	174,439	0.0%

This page is a presentation of the projected results of operations for the City's Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) operations. For narrative information of operations and a more detailed view of expenditures, please refer to Economic Development and Planning in the Department Summary section.



**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Downtown Lansing, Inc. Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	79,547	175,376	175,376	395,373	
<b><u>Revenues</u></b>					
Special Assessments	461,192	424,000	424,000	475,000	12.0%
Grants	80,000	20,000	320,000	20,000	0.0%
Miscellaneous	151,770	42,300	222,000	137,000	223.9%
General Fund Subsidy	93,000	85,000	85,000	85,000	0.0%
Total Revenues	785,962	571,300	1,051,000	717,000	25.5%
<b><u>Expenditures</u></b>					
Personnel	157,572	189,000	218,360	209,889	11.1%
Operating	532,455	382,300	612,643	507,111	32.6%
Total Expenditures	690,026	571,300	831,003	717,000	25.5%
Fund Balance Increase/(Decrease)	95,936	-	219,997	-	
<b>Ending Fund Balance</b>	175,376	175,376	395,373	395,373	125.4%

This page is a presentation of the projected results of operations for Downtown Lansing, Inc. (formerly Principal Shopping District) operations.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Jackson Field Stadium Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	-	-	-	-	
<b><u>Revenues</u></b>					
Operating Revenues	174,526	330,000	330,000	-	-100.0%
Stadium Naming Rights	-	137,000	137,000	137,000	0.0%
Reimbursements	125,000	125,000	125,000	125,001	0.0%
General Fund Subsidy	858,919	820,000	820,000	486,731	-40.6%
Total Revenues	<u>1,158,445</u>	<u>1,412,000</u>	<u>1,412,000</u>	<u>748,732</u>	-47.0%
<b><u>Expenditures</u></b>					
Debt Service	<u>1,158,445</u>	<u>1,412,000</u>	<u>1,412,000</u>	<u>748,732</u>	-47.0%
Total Expenditures	<u>1,158,445</u>	<u>1,412,000</u>	<u>1,412,000</u>	<u>748,732</u>	-47.0%
Fund Balance Increase/(Decrease)	-	-	-	-	
<b>Ending Fund Balance</b>	-	-	-	-	

This page is a presentation of the projected results of operations for City support of Jackson Field (formerly Cooley Law School) stadium operations.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Municipal Parking System Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Working Capital<sup>(1)</sup></b>	9,295,821	3,971,924	3,971,924	4,573,466	
<b><u>Revenues</u></b>					
Parking Revenue	2,252,133	1,922,250	1,922,250	3,510,000	82.6%
Baseball Revenue	19,863	2,250	2,250	35,000	1455.6%
Parking Fines	409,656	400,000	400,000	425,000	6.3%
Loan Proceeds	8,906,322	-	-	-	
Other Revenue	1,265,751	10,500	10,500	10,000	-4.8%
Total Revenues	12,853,725	2,335,000	2,335,000	3,980,000	70.4%
<b><u>Expenditures</u></b>					
Administration	1,206,575	2,479,942	2,484,942	2,154,312	-13.1%
Operations	1,255,031	1,538,616	1,535,616	1,273,688	-17.2%
Maintenance	798,830	345,000	343,000	296,400	-14.1%
South Capital Avenue Ramp	101,431	72,000	72,000	119,000	65.3%
North Grand Avenue Ramp	192,309	143,000	143,000	197,500	38.1%
North Capital Avenue Ramp	204,878	198,000	198,000	215,500	8.8%
Townsend Street Ramp	2,005,000	-	-	-	
Baseball Operations	7,085	18,500	18,500	10,750	-41.9%
Debt Service	12,406,484	1,938,400	1,938,400	712,850	-63.2%
Total Expenditures	18,177,622	6,733,458	6,733,458	4,980,000	-26.0%
Working Capital Increase/(Decrease)	(5,323,897)	(4,398,458)	(4,398,458)	(1,000,000)	
Federal Reimbursement	-	5,000,000	5,000,000	-	
<b>Ending Working Capital<sup>(1)</sup></b>	3,971,924	4,573,466	4,573,466	3,573,466	-21.9%

<sup>(1)</sup>net position

This page is a presentation of the projected results of operations for Parking operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Parking Fund in the Department Summary section, under Economic Development and Planning.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Sewage Disposal System Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Working Capital<sup>(1)</sup></b>	35,581,321	39,526,972	39,526,972	32,675,495	
<b><u>Revenues</u></b>					
Sewer Charges	38,462,679	35,125,000	35,125,000	38,345,000	9.2%
Interest Income	179,155	630,000	630,000	170,000	-73.0%
Low Income Credit	(180)	(1,000)	(1,000)	(1,000)	0.0%
Miscellaneous Income	9,473	45,000	45,000	10,000	-77.8%
Total Revenues	<u>38,651,126</u>	<u>35,799,000</u>	<u>35,799,000</u>	<u>38,524,000</u>	7.6%
<b><u>Expenditures</u></b>					
Administration & General	10,614,643	11,855,760	12,155,760	12,111,453	2.2%
Sewer Maintenance	2,955,835	2,876,806	2,876,806	2,478,385	-13.8%
Pumping Stations	1,326,674	1,671,184	1,671,184	1,638,464	-2.0%
Industrial Laboratory	224,152	318,990	318,990	314,572	-1.4%
Total Operations	<u>15,121,305</u>	<u>16,722,740</u>	<u>17,022,740</u>	<u>16,542,874</u>	-1.1%
Capital Projects	7,095,080	11,657,000	11,657,000	15,077,000	29.3%
Return on Equity	-	-	300,000	300,000	
Debt Service	12,489,091	13,670,737	13,670,737	12,904,126	-5.6%
Total Expenditures	<u>34,705,475</u>	<u>42,050,477</u>	<u>42,650,477</u>	<u>44,824,000</u>	6.6%
Working Capital Increase/(Decrease)	3,945,651	(6,251,477)	(6,851,477)	(6,300,000)	
<b>Ending Working Capital<sup>(1)</sup></b>	39,526,972	33,275,495	32,675,495	26,375,495	-20.7%

(1)net of current assets/liabilities

This page is a presentation of the projected results of operations of the City's Wastewater Treatment Plant operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Wastewater Treatment Plant Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Trash Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Working Capital<sup>(1)</sup></b>	655,905	1,123,780	1,123,780	1,123,095	
<b><u>Revenues</u></b>					
Operating Income	2,796,524	2,330,000	2,330,000	2,735,000	17.4%
Interest Income	-	100	100	2,500	2400.0%
Total Revenues	<u>2,796,524</u>	<u>2,330,100</u>	<u>2,330,100</u>	<u>2,737,500</u>	17.5%
<b><u>Expenditures</u></b>					
Bag Refuse Disposal	<u>2,328,649</u>	<u>2,330,785</u>	<u>2,330,785</u>	<u>2,737,500</u>	17.4%
Total Expenditures	<u>2,328,649</u>	<u>2,330,785</u>	<u>2,330,785</u>	<u>2,737,500</u>	17.4%
Working Capital Increase/(Decrease)	467,875	(685)	(685)	-	
<b>Ending Working Capital<sup>(1)</sup></b>	1,123,780	1,123,095	1,123,095	1,123,095	0.0%

(1)net of current assets/liabilities

This page is a presentation of the projected results of operations of the City's garbage collection operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Trash Enterprise Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Recycling Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Working Capital<sup>(1)</sup></b>	1,028,037	1,252,959	1,252,959	486,080	
<b><u>Revenues</u></b>					
Operating Income	4,504,054	4,363,500	4,363,500	4,600,692	5.4%
Interest Income	1,466	15,000	15,000	-	-100.0%
Total Revenues	<u>4,505,520</u>	<u>4,378,500</u>	<u>4,378,500</u>	<u>4,600,692</u>	5.1%
<b><u>Expenditures</u></b>					
Recycling Operations	3,054,859	3,624,024	3,624,024	3,494,620	-3.6%
Composting	1,225,740	1,521,355	1,521,355	1,556,072	2.3%
Total Expenditures	<u>4,280,599</u>	<u>5,145,379</u>	<u>5,145,379</u>	<u>5,050,692</u>	-1.8%
Working Capital Increase/(Decrease)	224,922	(766,879)	(766,879)	(450,000)	
<b>Ending Working Capital<sup>(1)</sup></b>	1,252,959	486,080	486,080	36,080	-92.6%

(1)net of current assets/liabilities

This page is a presentation of the projected results of operations of the City's recycling operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Recycling Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Municipal Cemeteries Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Working Capital<sup>(1)</sup></b>	525,046	715,072	715,072	715,072	
<b><u>Revenues</u></b>					
Cemetery Service Revenue	292,380	191,575	191,575	284,000	48.2%
Sale of Lots	266,363	134,450	134,450	183,650	36.6%
Transfer from Parks Millage Fund	330,000	540,000	540,000	450,000	-16.7%
Total Revenues	<u>888,743</u>	<u>866,025</u>	<u>866,025</u>	<u>922,650</u>	6.5%
<b><u>Expenditures</u></b>					
Administration	212,534	219,920	219,920	228,661	4.0%
Cemetery Ground Maintenance	486,183	618,105	618,105	665,989	7.7%
Total Expenditures	<u>698,717</u>	<u>866,025</u>	<u>866,025</u>	<u>922,650</u>	6.5%
Working Capital Increase/(Decrease)	190,026	-	-	-	
<b>Ending Working Capital<sup>(1)</sup></b>	715,072	715,072	715,072	715,072	0.0%

(1)net of current assets/liabilities

This page is a presentation of the projected results of operations for the operations of the City's Evergreen, Mt. Hope, and North Cemetery operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Cemetery Fund in the Department Summary section, under Parks and Recreation.

**City of Lansing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Municipal Golf Courses Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Working Capital<sup>(1)</sup></b>	118,486	126,292	126,292	126,292	
<b><u>Revenues</u></b>					
Other Revenue	-	3,000	3,000	-	-100.0%
Sale of Fixed Assets	-	-	-	-	
Transfers In - Parks Millage	130,000	85,000	85,000	100,000	17.6%
Total Revenues	130,000	88,000	88,000	100,000	13.6%
<b><u>Expenditures</u></b>					
Groesbeck Golf Course	87,022	85,000	85,000	100,000	17.6%
Sycamore Golf Course	35,172	3,000	3,000	-	-100.0%
Total Expenditures	122,194	88,000	88,000	100,000	13.6%
Working Capital Increase/(Decrease)	7,806	-	-	-	
<b>Ending Working Capital<sup>(1)</sup></b>	126,292	126,292	126,292	126,292	0.0%

(1)net of current assets/liabilities

This page is a presentation of the projected results of operations for the operations of the City's Groesbeck and Sycamore golf course operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Golf Fund in the Department Summary section, under Parks and Recreation.



# DEPARTMENT SUMMARIES

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## City Council

### **Description**

As the City's legislative branch, the City Council is responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law. The City Council is also vested with oversight and investigative powers and is charged with creating City policy through the adoption of resolutions. At Council Committee of the Whole and regularly scheduled Committee meetings, Council reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations. The City Council, as required by Charter, adopts an annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and payment of principal and interest on its indebtedness. The Council also works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

**City Council**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	360,026	388,344	388,344	411,189	5.9%
Retirement/Fixed Benefits	81,620	89,162	89,162	63,484	-28.8%
Total Personnel	441,646	477,506	477,506	474,673	-0.6%
Operating					
Department Operations	85,825	115,140	115,140	172,220	49.6%
Information Technology Charge	83,178	71,800	71,800	79,758	11.1%
City 311 Service	-	-	-	-	
Total Operating	169,003	186,940	186,940	251,978	34.8%
Total Expenditures	610,649	664,446	664,446	726,651	9.4%

**Budgetary Explanation**

The City Council budget includes a \$50k increase to its operating budget and increased the discretionary budget of Councilmembers representing individual wards to match that of at-large Councilmembers.

**City Council Changes**

The City Council removed City 311 from its budget and moved the ~\$37k charge to the Finance Department.

## Internal Audit

### Description

The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy. The Internal Auditor works under the direction of the City Council in reviewing external audits of financial transactions and procedures. The Internal Auditor also performs routine audits of other City business. The Internal Auditor is appointed by and is responsible to the City Council. The mission of the Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of city government for the benefit of the citizens of the City of Lansing.

**Internal Audit**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	47,034	112,621	112,621	134,838	19.7%
Retirement/Fixed Benefits	63,339	69,748	69,748	60,751	-12.9%
Total Personnel	110,373	182,369	182,369	195,589	7.2%
Operating					
Department Operations	1,453	5,506	5,506	5,537	0.6%
Information Technology Charge	6,519	6,849	6,849	6,759	-1.3%
Total Operating	7,972	12,355	12,355	12,296	-0.5%
Total Expenditures	118,344	194,724	194,724	207,885	6.8%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Internal Audit budget for FY 2023. The internal auditor position is currently contracted, but the position is fully funded for a permanent hire.

## Mayor's Office

### Description

As Lansing's Chief Executive Officer, the Mayor's mission is to exercise supervision and coordination over the various Departments of City government, and provide that the laws, ordinances and regulations of the City are enforced. The Mayor is also empowered under the City Charter to suppress disorder and enforce the laws of the State, and is charged with the duty to make proposals to the Council for meeting the needs and addressing the problems of the city. Other duties, subject to delegation, include the development and preparation of the budget, response to audit reports, management of real property, reducing discrimination and promoting mutual understanding, annually reporting on affirmative action status, and citizen complaint investigation and response. Mayor's staff responds to informational needs and concerns, citizen inquiries and complaints, and works with residents and citizen groups to implement city initiatives for city improvement.

The Mayor's Office also supports the activities of the Office of Community and Faith-Based Initiatives, the Office of Community Media, Labor Relations, the Mayor's Neighborhood Advisory Council, the Lansing Regional Sister Cities Commission, and a variety of community-based task forces.

**Mayor's Office**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	657,226	924,586	973,986	1,103,844	19.4%
Retirement/Fixed Benefits	275,520	496,921	447,521	419,214	-15.6%
Total Personnel	932,746	1,421,507	1,421,507	1,523,058	7.1%
Operating					
Department Operations	49,412	111,507	111,507	111,589	0.1%
Information Technology Charge	71,565	72,815	72,815	77,593	6.6%
Fleet/Equipment Charge	2,009	12,452	12,452	17,000	36.5%
City 311 Service	-	-	-	40,692	
Total Operating	122,987	196,774	196,774	246,874	25.5%
Total Expenditures	1,055,733	1,618,281	1,618,281	1,769,932	9.4%

**Budgetary Explanation**

No major operational changes are projected for the Mayor's Office. Personnel costs include the Chief Strategy Officer and part-time Business Analyst position, and incorporates FY 2022 reorganization. The Chief Negotiator position is now 100% funded from the Mayor's budget, 20% previously being supported by the City Attorney's office.

## Office of Community Media

### Description

The Office of Community Media (OCM) administers the City's Public, Educational and Government (PEG) digital media network under the auspices of the Lansing Public Media Center. The LPMC manages day-to-day operations of the City's government channel (GOV-TV) and Lansing's Public Access Channel (PUB-TV). The LPMC is also responsible for developing and implementing strategies to build community capacity in the production of local origination programming; creating and managing partnerships that leverage the PEG network to foster educational and career opportunities for Lansing residents in digital media, broadcasting and related fields; and leading efforts to collaborate with regional partners toward the establishment of a regional Community Media Center.



**Office of Community Media**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	296,180	391,323	391,323	443,443	13.3%
Retirement/Fixed Benefits	102,381	119,194	119,194	89,664	-24.8%
Total Personnel	<u>398,561</u>	<u>510,517</u>	<u>510,517</u>	<u>533,107</u>	4.4%
Operating					
Department Operations	3,874	8,069	8,069	8,100	0.4%
Information Technology Charge	52,007	52,426	52,426	57,406	9.5%
Total Operating	<u>55,881</u>	<u>72,745</u>	<u>72,745</u>	<u>73,006</u>	0.4%
Total Expenditures	<u>454,442</u>	<u>583,262</u>	<u>583,262</u>	<u>606,113</u>	3.9%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Office of Community Media budget for FY 2023 except for wage increases for part time employees.

## City Clerk

### **Description**

The Office of the City Clerk is responsible for the orderly conduct of all elections in the City of Lansing and for the processing of all voter registration records of its citizens. The City Clerk oversees the proper maintenance of records for the City, and prepares Agendas and printed Proceedings for the Lansing City Council.

A number of business licenses are processed through the Office of the City Clerk, including the regulation of Medical Marihuana Establishments, Peddlers & Transient Merchants, Vehicles for Hire, and Cabarets. The City Clerk serves as the recording secretary to the Board of Ethics, administers all oaths required for municipal purposes by law and is an approved United States Passport Acceptance Facility.

**City Clerk**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	765,485	795,103	795,103	899,281	13.1%
Retirement/Fixed Benefits	237,625	261,227	261,227	203,855	-22.0%
Total Personnel	1,003,111	1,056,330	1,056,330	1,103,136	4.4%
Operating					
Department Operations	204,709	297,679	447,679	297,766	0.0%
Information Technology Charge	97,789	131,516	131,516	103,727	-21.1%
City 311 Service	-	-	-	37,562	
Total Operating	302,498	429,195	579,195	439,055	2.3%
Total Expenditures	1,305,609	1,485,525	1,635,525	1,542,191	3.8%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the City Clerk budget for FY 2023 except for standard cycles of election activity.

## 54-A District Court & Probation

### Description

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).

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 Office, the Office of the City Attorney, and the Lansing Police Department. Additional support services provided by City of Lansing staff include finance, budgeting, personnel, information technology, operational services, and building maintenance.

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 & Probation

Fiscal Year July 1, 2022 - June 30, 2023

### Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	2,767,041	3,111,601	3,111,601	3,316,804	6.6%
Retirement/Fixed Benefits	2,013,749	2,024,425	2,024,425	1,512,375	-25.3%
Total Personnel	4,780,790	5,136,026	5,136,026	4,829,179	-6.0%
Operating					
Department Operations	601,773	742,818	742,818	745,252	0.3%
Information Technology Charge	379,434	451,015	451,015	410,207	-9.0%
Total Operating	981,207	1,193,833	1,193,833	1,155,459	-3.2%
Total Expenditures	5,761,997	6,329,859	6,329,859	5,984,638	-5.5%

### **Budgetary Explanation**

No significant operation changes are budgeted directly in the 54-A District Court budget for FY 2023.

## Circuit Court Building Rental

Fiscal Year July 1, 2022 - June 30, 2023

### Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Operating					
Veteran's Memorial Building	283,735	285,000	325,500	336,693	18.1%
Total Expenditures	283,735	285,000	325,500	336,693	18.1%

### **Budgetary Explanation**

By State law, the City is obligated 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 Veteran's Memorial Building.

# Neighborhoods, Arts, and Citizen Engagement

## General Fund Description

The Department is designed to Engage Citizens, Advance People and Build Neighborhoods. The department continues the development and growth of SERVE Lansing, a citywide plan to engage citizens in community service. The department facilitates the Neighborhood Grant Program which directly funds neighborhood projects with Civic Organizations. The department will continue to deliver the successful Citizens Academy program launched in 2018. The department serves as the key liaison to the Lansing School District, Capital Area Housing Partnership and Capital Area Michigan Works. The department will focus on increasing cross-department communication and coordination of services to neighborhoods.

Events throughout the year will include the LOVE Lansing celebration, Neighborhoods in Bloom neighborhood beautification program, Walking Wednesday events in Lansing neighborhoods between April and October, numerous neighborhood clean-up events, coordination with community partners for neighborhood improvements in several Lansing neighborhoods, publication of the bi-weekly Lansing Neighborhood News, and organizing the quarterly Housing and Neighborhood Resource Summits.

It oversees the Office of Financial Empowerment, focused on economic development at the individual and household level through its four key programs: Lansing SAVE, Financial Empowerment Center, Bank On Lansing, and Offender Success. OFE also pilots innovative new initiatives by securing private funds.

The department also oversees the 311 Call Center. City of Lansing 311 is a wrap-around customer service model being deployed to help residents and departments of the City of Lansing. This customer service-based model is focused on providing a variety of services in a single point of contact whenever possible

## City 311 Service

City of Lansing 311 is a wrap-around customer service model being deployed to help residents and departments of the City of Lansing. This customer service-based model is focused on providing a variety of services in a single point of contact whenever possible. Minimizing confusion and frustration for residents who need to access city services is our highest priority. Residents can get help with a variety of City services in a single interaction by cross trained agents. When necessary 311 has a hand off process to involve departments if residents need further assistance.

## Active Services Today:

Currently the 311-call center has adopted the phone interactions from Public Service, Tax and Treasury, and Neighborhoods, Arts and Citizen Engagement. Soon City Clerk and Assessors office will be onboarding as well. Callers can report an issue and Agents are able to directly create Service Requests for City workers to follow up on. 311 has also adopted the City of Lansing's main line and is fielding general questions from that phone line as well.

## Intended Scope of Services when Fully Activated:

The intended scope of the 311 model once fully activated is a full-service single point of contact resource for both internal and external customers. 311 interactions once fully implemented can be over the phone, face-to-face or over email/chat. Residents who need services from the city or have general questions will be able to have their questions addressed with a focus on friendly customer service. Agents will be able to be a resource for in-depth needs of City residents including setting up services, troubleshooting service issues, scheduling inspections, reporting issues, and addressing general questions.

## Neighborhoods, Arts, and Citizen Engagement

Fiscal Year July 1, 2022 - June 30, 2023

### Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
<b><u>Neighborhoods, Arts, and Citizen Engagement</u></b>					
Neighborhoods, Arts and Citizen Engagement	1,081,285	1,232,199	1,332,199	1,326,296	7.6%
City 311 Internal Service Fund	-	-	-	1,006,337	
Total Expenditures	1,081,285	1,232,199	1,332,199	2,332,633	89.3%

### **Budgetary Explanation**

Information for the Neighborhood, Arts, and Citizen Engagement Department's funds is provided in the following pages.



## Neighborhoods, Arts, and Citizen Engagement

Fiscal Year July 1, 2022 - June 30, 2023

### General Fund Department

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	349,349	457,757	457,757	551,103	20.4%
Retirement/Fixed Benefits	261,622	283,433	283,433	238,994	-15.7%
Total Personnel	610,972	741,190	741,190	790,097	6.6%
Operating					
Department Operations	408,453	440,838	540,838	470,400	6.7%
Information Technology Charge	61,860	48,171	48,171	43,888	-8.9%
Fleet/Equipment Charge	-	2,000	2,000	-	-100.0%
City 311 Service	-	-	-	21,911	
Total Operating	470,313	491,009	591,009	536,199	9.2%
Total Expenditures	1,081,285	1,232,199	1,332,199	1,326,296	7.6%

### **Budgetary Explanation**

Department operations for NA&CE includes \$190k for the Financial Empowerment Center program and \$120k for Lansing

### **City Council Changes**

City Council restored \$80k to Department Operations for the Neighborhood Grant program, proposed by the Mayor's budget to be funded through American Rescue Plan Act (ARPA) funds and added \$40,000 for a requested correction to the original budget proposal.

## Neighborhoods, Arts, and Citizen Engagement

Fiscal Year July 1, 2022 - June 30, 2023

### City 311 Internal Service Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	-	-	-	544,710	
Retirement/Fixed Benefits	-	-	-	276,556	
Total Personnel	-	-	-	821,266	
Operating					
Department Operations	-	-	-	20,000	
Information Technology Charge	-	-	-	165,071	
Total Operating	-	-	-	185,071	
Total Expenditures	-	-	-	1,006,337	

### **Budgetary Explanation**

Start up costs for the City 311 Service were funded through the sale of the Townsend Ramp. Beginning in FY 2023, departmental operations will be fully supported through charges to public facing departments that currently or are planned to benefit from the service taking on customer requests.

## Economic Development and Planning

### Description

The Department of Economic Development and Planning (EDP) was previously known as the Economic Development and Planning Department. The primary objective of the Department has been to stabilize the City's economic base and, through continued planned and directed development, "grow" that base to a level capable of providing continuous support for the City's services and infrastructure. The Department consists of six separate divisions:

- Administration
- Building Safety
- Code Enforcement
- Parking Services
- Planning
- Development Office

Additionally, DLI, LEAP, and LEPFA report indirectly through the Department of EDP.

The Building Safety Office is operated as a Special Revenue Fund, per State Law. Building safety interacts with commercial structures in the city and ensures the safety of such structures in our city, whether they be new, existing, or at the end of their useful life.

Code Enforcement is charged with protecting the health, safety, and welfare of Lansing residents through the preservation and improvement of the housing stock by assuring safe, decent, and sanitary housing while conserving the integrity of neighborhoods.

Planning has a broad role in facilitating orderly development and growth across the city. This division oversees development, implementation, and review of the city's Master Plan. Planning functions include comprehensive planning, site plan review, flood plain review, zoning review, historic preservation, public infrastructure, and review of economic development projects.

The Parking Services Office encompasses the operation of the municipal fee-based parking system. Parking Services Office provides economical parking options for downtown workers and visitors.

Coordination of housing and neighborhood improvement activities are primarily handled under the City's Community Development Block Grant (CDBG) or various federal and state housing assistance programs. The traditional allocation of CDBG, HOME, and the Emergency Solutions Grant Program are federally funded programs, administered by the Development Office. In addition to these programs, the Development Office administers various grants, such as, Floodplain Abatement FEMA, Lead Based Paint Abatement, and Blight Elimination – Hardest Hit Funds programs.

(Continued)

## Economic Development and Planning

### Description

Overall, the Department supports the following boards or commissions:

- Planning Board
- Zoning Board of Appeals
- Historic District Commission
- Demolition Board
- Plumbing Board
- Mechanical Board and Electrical Board
- Building Board of Appeals

The Department has worked closely with additional agencies to facilitate development in the City, such as:

- Ingham County Land Bank Fast Track Authority
- LEAP
- Tri-County Regional Planning Commission
- Neighborhood-based nonprofits

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
<b><u>Economic Development &amp; Planning</u></b>					
General Fund Admin/Planning	4,618,600	6,093,740	6,093,740	6,772,299	11.1%
Building Safety Fund	2,659,985	2,882,000	2,882,000	2,867,100	-0.5%
CDBG Fund	2,664,403	2,489,580	2,489,580	2,365,472	-5.0%
HOME Grant Fund	1,555,628	838,361	838,361	891,361	6.3%
Emergency Solutions Grant	348,866	174,439	174,439	174,439	0.0%
Downtown Lansing, Inc.	690,026	571,300	831,003	717,000	25.5%
Parking Fund	18,177,622	6,733,458	6,733,458	4,980,000	-26.0%
 Total Expenditures	 30,715,129	 19,782,878	 20,042,581	 18,767,671	 -5.1%

### **Budgetary Explanation**

Services provided by the Economic Development and Planning Department are incorporated in the City's General Fund, Building Safety, Parking, and federally-funded Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant Funds.

Information for the Economic Development and Planning Department's funds is provided in the following pages.

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### General Fund Admin and Planning

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,852,537	2,104,158	2,104,158	2,314,544	10.0%
Retirement/Fixed Benefits	1,168,489	1,344,092	1,344,092	1,049,527	-21.9%
Total Personnel	3,021,026	3,448,250	3,448,250	3,364,071	-2.4%
Operating					
Department Operations	251,824	311,813	311,813	379,003	21.5%
Information Technology Charge	234,693	323,977	323,977	308,020	-4.9%
Fleet/Equipment Charge	82,757	91,700	91,700	146,000	59.2%
City 311 Service	-	-	-	125,205	
General Fund LEPFA Subsidy	1,028,300	1,443,000	1,443,000	1,975,000	36.9%
EDC Contract	-	475,000	475,000	475,000	0.0%
Total Operating	1,597,574	2,645,490	2,645,490	3,408,228	28.8%
Total Expenditures	4,618,600	6,093,740	6,093,740	6,772,299	11.1%

### **Budgetary Explanation**

The FY 2022 budget for Economic Development and Planning includes a new Code Compliance Officer and restored operating budget, as well as increased subsidy to LEPFA facilities due to the economic impacts of the COVID-19 public health emergency.

### **City Council Changes**

City Council restored \$175k to the EDC Contract , proposed by the Mayor's budget to be funded through American Rescue Plan Act (ARPA) funds.

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### Building Safety Special Revenue Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,227,558	1,379,042	1,379,042	1,544,453	12.0%
Retirement/Fixed Benefits	850,419	839,117	839,117	652,931	-22.2%
Total Personnel	<u>2,077,977</u>	<u>2,218,159</u>	<u>2,218,159</u>	<u>2,197,384</u>	-0.9%
Operating					
Department Operations	361,364	454,738	454,738	452,563	-0.5%
Information Technology Charge	131,639	154,929	154,929	145,811	-5.9%
Fleet/Equipment Charge	89,005	54,174	54,174	15,000	-72.3%
City 311 Service	-	-	-	56,342	
Total Operating	<u>582,007</u>	<u>663,841</u>	<u>663,841</u>	<u>669,716</u>	0.9%
Total Expenditures	<u>2,659,985</u>	<u>2,882,000</u>	<u>2,882,000</u>	<u>2,867,100</u>	-0.5%

### **Budgetary Explanation**

The FY 2023 budget for building safety includes the addition of a new Mechanical Inspector fully funded within the departmental charges for building safety services.

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### Community Development Block Grant (CDBG) Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Grant Expenditures					
Personnel	733,710	1,212,831	1,212,831	1,146,062	-5.5%
Operating	1,930,694	1,276,749	1,276,749	1,219,410	-4.5%
Total Expenditures	2,664,403	2,489,580	2,489,580	2,365,472	-5.0%

### **Budgetary Explanation**

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2022 are available in the Consolidated Action plan, available on the City's website.



## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### HOME Grant Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Grant Expenditures					
Personnel	61,282	102,321	102,321	99,457	-2.8%
Operating	1,494,346	736,041	736,041	791,904	7.6%
Total Expenditures	1,555,628	838,361	838,361	891,361	6.3%

### **Budgetary Explanation**

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2022 are available in the Consolidated Action plan, available on the City's website.

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### Emergency Solutions Grant (ESG) Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Grant Expenditures					
Operating	348,866	174,439	174,439	174,439	0.0%
Total Expenditures	348,866	174,439	174,439	174,439	0.0%

### **Budgetary Explanation**

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2022 are available in the Consolidated Action plan, available on the City's website.

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

Downtown Lansing, Inc.

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	157,572	189,000	218,360	209,889	11.1%
Total Personnel	157,572	189,000	218,360	209,889	11.1%
Operating					
Department Operations	512,897	361,464	591,807	483,500	33.8%
Information Technology Charge	19,558	20,836	20,836	23,611	13.3%
Total Operating	532,455	382,300	612,643	507,111	32.6%
Total Expenditures	690,026	571,300	831,003	717,000	25.5%

### **Budgetary Explanation**

Previous budgetary reductions due to conservative revenue estimates from previous years have been restored in the Downtown Lansing, Inc. budget for FY 2023.

## Economic Development and Planning

Fiscal Year July 1, 2022 - June 30, 2023

### Municipal Parking Enterprise Fund

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	968,484	1,422,229	1,422,229	1,440,793	1.3%
Retirement/Fixed Benefits	967,789	1,009,302	1,009,302	752,177	-25.5%
Total Personnel	1,936,272	2,431,531	2,431,531	2,192,970	-9.8%
Operating					
Department Operations	914,054	1,913,704	1,913,704	1,751,608	-8.5%
Information Technology Charge	104,308	139,273	139,273	124,990	-10.3%
Fleet/Equipment Charge	58,076	120,550	120,550	60,000	-50.2%
Public Service Engineering	6,265	10,000	10,000	-	-100.0%
City 311 Service	-	-	-	50,082	
Total Operating	1,082,703	2,183,527	2,183,527	1,986,680	-9.0%
Capital	747,163	180,000	180,000	87,500	-51.4%
Debt Service	12,406,484	1,938,400	1,938,400	712,850	-63.2%
Transfers (Townsend Proceeds)	2,005,000	-	-	-	
Total Expenditures	18,177,622	6,733,458	6,733,458	4,980,000	-26.0%

### **Budgetary Explanation**

Parking fund expenditures remain significantly reduced to account for lost parking revenue due to decreased business activity downtown.

# Information Technology

## **Description**

The Information Technology Department is responsible for the maintenance of the City's various computer systems, and technology infrastructure, as well as the implementation of new technology initiatives. The department oversees the critical business applications including data analytics, citizen engagement platforms, Enterprise Content Management systems, financial systems, public safety video surveillance technologies and internal communication tools. These are the components that help make departments smarter in their day-to-day operations. This goal is achieved by increasing visibility and efficiency of the department, providing communication tools which enhance and communication and leveraging technologies, as often as possible, that are utilized across multiple business units.

**Information Technology**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary - Internal Service Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,178,115	1,488,709	1,488,709	1,568,349	5.3%
Retirement/Fixed Benefits	864,433	911,954	911,954	713,259	-21.8%
Total Personnel	2,042,548	2,400,663	2,400,663	2,281,608	-5.0%
Operating					
Department Operations	3,762,771	5,071,195	5,071,195	5,251,165	3.5%
Fleet/Equipment Charge	3,000	5,650	5,650	3,000	-46.9%
Total Operating	3,765,771	5,076,845	5,076,845	5,254,165	3.5%
Capital	363,528	225,000	225,000	235,000	4.4%
Total Expenditures	6,171,847	7,702,508	7,702,508	7,770,773	0.9%

**Budgetary Explanation**

No major operating changes are anticipated for the Information Technology budget for FY 2023.

## Finance Operations

### Description

Finance's mission is to develop and control the financial management functions of the City, including accounting and budget functions. The department maintain multiple financial management systems which are used for to monitor and meet financial reporting requirements in order to ensure fiscal stability and proper utilization of public monies.

Investment and management of City funds are also a major policy and operational activity through which Finance maximizes City resources by maintaining the City's portfolios in the most advantageous positions. This includes ongoing analysis of both individual investments and general trends that impact the returns on investments, including analysis of City disbursement and collection activities to ensure sound and prudent fiscal management. Financial management responsibilities include risk management and management of Retirement System's assets, as well as the assets of the General Fund and enterprise or special revenue funds.

Budget responsibilities include the preparation of policy recommendations and coordination of budget development and budget monitoring to assure conformance with the state Uniform Budget and Accounting Act, and Article Seven of the City Charter. This process includes revenue and expenditure analysis, development of policy and budgetary alternatives, and coordination between the Mayor and departments on budget development and financial and operational issues. Budget staff also assist in union contract negotiations, and provide cost benefit analyses on proposed projects for Mayoral review.

Interdepartmental support activities include providing accounting services, payroll, financial planning, deposit control, and accounts payable functions. Additional support to the Mayor and Council comes from Finance in the preparation of revenue and debt service requirements, as well as analyses of economic trends and business activity that may impact City fiscal resources and/or operational concerns.

**Finance Operations**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	941,264	971,803	971,803	1,145,269	17.8%
Retirement/Fixed Benefits	564,221	545,858	545,858	403,460	-26.1%
Total Personnel	1,505,485	1,517,661	1,517,661	1,548,729	2.0%
Operating					
Department Operations	355,289	406,739	406,739	413,674	1.7%
Information Technology Charge	84,752	83,122	83,122	81,374	-2.1%
City 311 Service	-	-	-	56,418	
Total Operating	440,041	489,861	489,861	551,466	12.6%
Total Expenditures	1,945,526	2,007,522	2,007,522	2,100,195	4.6%

**Budgetary Explanation**

Changes to the Finance budget include sharing the combined Finance Director/Treasurer position with Treasury and the addition of an Accountant position to focus on accounts receivable and to help resolve re-occurring material weaknesses identified in the City's annual financial audits..

**City Council Changes**

City Council added \$60k in Active Personnel to be used for additional hours to the City's part-time buyer and additional contractual assistance to help during the audit season. City Council also moved the \$37k charge for City 311 from their budget to the Finance Department budget.



## Assessing

### Description

The City Assessor's Office is responsible for keeping inventory of all property in the City of Lansing and determining assessed and taxable values for all property. The Department maintains up-to-date property information, owner information, maintains principal residence information, and gathers market information to determine the market value of all property annually.

Property (legal) descriptions for all property are maintained by the Assessor's office.

Annual canvas and determination of all personal property valuation is performed by this office.

The Assessor's Office also defends assessments at the Michigan Tax Tribunal by responding to assessment appeals for both the small claims and full Tribunal appeals. The Department also schedules and organizes the local annual appeals process through the Board of Review.

The Department oversees incentive monitoring and reporting by reviewing incentive applications and monitoring existing approved incentives. The Assessor's office provides data for PILOT billing, Principal Shopping District

Assessor responsibilities also include reviewing and responding to property tax exemption requests including general exemptions, veteran's exemptions, and poverty exemptions.

The Assessor's Office also responds to taxpayer's inquiries, provides property information to the public as well as market data (sales data).

**Assessing**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	706,709	1,064,503	1,064,503	1,191,114	11.9%
Retirement/Fixed Benefits	551,963	641,737	641,737	499,003	-22.2%
Total Personnel	1,258,671	1,706,240	1,706,240	1,690,117	-0.9%
Operating					
Department Operations	97,309	168,294	168,294	168,440	0.1%
Information Technology Charge	101,712	92,620	92,620	80,861	-12.7%
City 311 Service	-	-	-	31,301	
Total Operating	199,021	260,914	260,914	280,602	7.5%
Total Expenditures	1,457,692	1,967,154	1,967,154	1,970,719	0.2%

**Budgetary Explanation**

Changes to the Assessing budget for FY 2022 includes \$40k for two contractual workers to review and update personal property records. This will provide updated property tax information for Lansing residents and possibly result in additional property tax revenue for the City.

# Treasury

## Description

The City Treasury & Income Tax Department is responsible for the administration of the City's property tax and income tax programs.

The Treasury division bills and collects the real, personal property, and delinquent personal property taxes. Treasury is also responsible for the overall collection of the Lansing City department revenues and remittances through the process of cash receipting and departmental daily deposits. Treasury is also accountable for the safekeeping and investment of City funds, monies, and non-pension related securities.

The Income Tax division collects Income Tax for Lansing residents and non-residents that work in Lansing. Additionally, this division works with multiple Lansing-based and regional employers to complete accurate employee withholding.

Treasury's mission is to promote a culture that encourages each individual to strive to provide the highest quality of care to customers, to uphold the City of Lansing Treasurer office commitment to the community, and to strive to be the best he or she can be through professional behavior, communication and commitment to this Department.

**Treasury/Income Tax**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	876,898	1,153,625	1,153,625	1,224,425	6.1%
Retirement/Fixed Benefits	648,628	715,676	715,676	608,098	-15.0%
Total Personnel	1,525,526	1,869,301	1,869,301	1,832,523	-2.0%
Operating					
Department Operations	279,100	301,412	301,412	307,511	2.0%
Information Technology Charge	151,789	213,900	213,900	214,472	0.3%
Fleet/Equipment Charge	-	200	200	-	-100.0%
City 311 Service	-	-	-	43,822	
Total Operating	430,889	515,512	515,512	565,805	9.8%
Total Expenditures	1,956,414	2,384,813	2,384,813	2,398,328	0.6%

**Budgetary Explanation**

Changes to the Treasury budget for FY 2023 include incorporating organizational changes adopted in the middle of FY 2022 including converting part-time Customer Service Representatives to full-time, and sharing the Finance Director/Treasurer position with Finance.

## Department of Human Resources

### Description

The Human Resources Department is responsible for many necessary functions for the City of Lansing. Human Resources provide services to all City Departments, employees, retirees, City Unions and the Community. We are instrumental in providing labor law compliance, record keeping, hiring and training, payroll, compensation, health and wellness and safety compliance. Human Resources also prepares job descriptions and ensures proper procedures for review and approval at department levels.

The Department of Human Resources advises the Mayor on policy-related items. The Department develops and updates policies and procedures for the Department and provides a wide range of activities and customer support services to the residents of the City of Lansing, all City Departments, including Lansing City Council, 54A-District Court, Economic Development Corporation, Downtown Lansing, Inc., Lansing Police and Lansing Fire Departments respectively.

### Hiring and Classification Section

The Hiring and Classification Section (HCS) is responsible for recruitment, selections, hiring, retention, compensation, various trainings and classification of all City positions. The Hiring Group provides ongoing training to the department managers and supervisors in areas of hiring and selection.

### Health and Wellness Section

The Health and Wellness Section administers the City's workers' compensation program and develops safety rules, policies, and safety training citywide, and administers and ensures compliance with federal workplace regulations.

### Payroll and Benefits Section

The Payroll and Benefits Section provides services to City employees and retirees, including orientation for new employees.

### Employee & Labor Relations Section

The Employee & Labor Relations section of the Department of Human Resources is tasked with administering the grievance process alongside the Chief Labor Negotiator. This area also investigates employee complaints, provides training and responds to unemployment claims against the City. This section also provides consultations with management with respect to disciplinary matters and CBA presentations.

**Human Resources**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	766,816	921,125	921,125	1,205,136	30.8%
Retirement/Fixed Benefits	455,838	519,110	519,110	404,693	-22.0%
Total Personnel	1,222,654	1,440,235	1,440,235	1,609,829	11.8%
Operating					
Department Operations	762,384	984,048	997,048	985,457	0.1%
Information Technology Charge	104,308	148,098	148,098	128,776	-13.0%
Fleet/Equipment Charge	-	300	300	-	-100.0%
Total Operating	866,692	1,132,446	1,145,446	1,114,233	-1.6%
Total Expenditures	2,089,346	2,572,681	2,585,681	2,724,062	5.9%

**Budgetary Explanation**

Changes to the Human Resources budget for FY 2023 include the addition of a Deputy HR Director, Hiring Specialist, and Health and Wellness Specialist.

## Office of the City Attorney

### Description

The Office of the City Attorney (OCA) is dedicated to providing the highest quality legal service to the City of Lansing. Its mission is to provide professional, knowledgeable, courteous, and dependable service to the City's elected, appointed, and administrative officials and its committees and boards.

Under the Charter, the City Attorney is the attorney for Lansing as a Michigan municipal corporation and is responsible to both the Mayor and the City Council. The OCA provides legal services and advice at the request of the Mayor, City Council, City Departments and Boards, represents the City in all cases in which the City is a party or has an interest, and prosecutes City ordinance violations. As the prosecutor for the City, the City Attorney is involved in remedying matters that directly impact citizens, neighborhood safety and quality of life, including enforcement of the housing code, drug laws, and alcohol-related offenses. OCA staffs and provides legal advice at meetings, drafts ordinances, and issues written legal opinions to elected, appointed, and administrative officials. OCA also drafts, reviews and approves as to form contracts, bonds, legal instruments, Council resolutions, grants and is actively involved in the negotiation, purchase, sale, development and redevelopment of property in the City. This office also serves as the designated Freedom of Information Act (FOIA) coordinator for the City.

**Office of the City Attorney**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,147,338	1,411,685	1,411,685	1,546,446	9.5%
Retirement/Fixed Benefits	690,961	772,254	772,254	664,706	-13.9%
Total Personnel	1,838,300	2,183,939	2,183,939	2,211,152	1.2%
Operating					
Department Operations	103,445	162,564	162,564	162,664	0.1%
Information Technology Charge	97,935	103,958	103,958	146,294	40.7%
Total Operating	201,380	266,522	266,522	308,958	15.9%
Total Expenditures	2,039,679	2,450,461	2,450,461	2,520,110	2.8%

**Budgetary Explanation**

Changes to the FY 2023 budget include incorporating the Assistant City Attorney - Council Liaison position as well as a part-time Legal Assistant to the District Court.



# Police Department

## Description

The mission of the Lansing Police Department is to maintain order, preserve public safety and foster a better quality of life, making our city a better place to live, work and visit.

## Vision Statement

Building partnerships and utilizing innovative strategies for a safer, stronger community.

## Department Goals

- Reduce crime, reduce repeat calls for service and increase citizen satisfaction by delivering quality police service in a lawful, sensitive, safe and professional manner in order to protect life, property and maintain public peace.
- Prevent crime and maintain order through police action; targeting specific problems.
- Enhance organizational excellence through education, training and technology.
- Identify and analyze problems, explore alternative solutions, and encourage regional cooperation.
- Create and maintain open lines of communication to promote partnerships with our community.
- Encourage and support citizen involvement and leadership to improve the quality of life at the neighborhood level.
- Employ personnel that meet standards of professional excellence and represent the diversity of our community.
- Promote job satisfaction, open communication, and team building through employee participation in decision making.
- Sanctity of Human Life
- Reduce violent crime through pro-active policing through a focused intelligence and data lead policing philosophy.

To accomplish our mission, LPD will embrace a community-based, problem-oriented, data-driven policing strategy that emphasizes, the use of problem-solving techniques, community policing and a reliance on data to identify threats, measure the results of our interventions, and to hold ourselves accountable; to each other and to our community.

Police Department operations involve logistical support from Four Divisions; Administrative Division, Patrol Division, Investigations Division and the Staff Services Division. Each Division had a Captain that oversees police operations for those divisions. The Patrol Division Captain is responsible for all uniformed officers including Sector Officers, School Resource Officers, and Canine Team. Traffic Unit and Community Policing Officers (CPO's). The Investigations Division Captain oversees Detectives, C.S.I., S.T.A.R.T., DIVE, Special Operations Division, and the Violent Crime Initiative (VCI). The Administrative Division Captain oversees, Detention, Training, Grants, Accounting Services, Staff Services Captain oversees the Property and Supply Unit, Electronic Equipment Maintenance Unit, Hiring and Recruiting, Technical Services, as well as Records and Identification. The Internal Affairs Unit and Public Information Director reports directly to the Chief of Police.

(Continued)

## Police Department

### Description

Forfeiture Fund (drug law fund) consists of monies and other assets seized and forfeited in the process of enforcement of anti-drug laws. The Special Operations Division confronts the difficult issues involved in narcotic trafficking, vice, organized crime, and criminal gangs. The Special Operations Section works with our law enforcement partners at both the state and federal levels. These partnerships include the United States Attorney's Office, the Ingham County Prosecutor's Office, the Federal Bureau of Alcohol Tobacco and Firearms, the Federal Drug Enforcement Agency, the Internal Revenue Service, the Federal Bureau of Investigations, the United States Department of Agriculture, Health and Human Services, the Michigan State police, and local law enforcement agencies.

LPD's proposed budget ensures that all core services remain intact, all while enhancing community policing initiatives such as the Citizen Police Academy, G.R.E.A.T., and Neighborhood Engagement Events. LPD will continue to strengthen its regional partnerships with crime fighting and prevention strategies along police legitimacy and use of force training.

**Police Department**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
<b><u>General Fund</u></b>					
Department Operations	24,875,976	26,309,472	26,403,086	27,829,388	5.8%
Retirement/Fixed Benefits	16,851,912	19,366,418	19,366,418	19,149,511	-1.1%
Information Technology Charge	2,412,851	2,685,321	2,685,321	2,776,955	3.4%
Fleet/Equipment Charge	1,544,743	1,550,000	1,550,000	1,825,000	17.7%
<b><u>Drug Forfeiture Funds</u></b>					
Federal	151,686	204,000	204,000	-	-100.0%
State/Local	522,158	-	10,000	222,000	
Tri-County Metro	662,328	-	552,000	701,000	
Total Expenditures	47,021,654	50,115,211	50,770,825	52,503,854	4.8%

**Budgetary Explanation**

\$3.645 million of the Lansing Police Department is funded by a voter-approved 1.5 mill property tax millage. Information for the Lansing Police Department's funds is provided in the following pages.

**Police Department**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**General Fund Department**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	21,773,547	22,805,162	22,805,162	24,181,142	6.0%
Retirement/Fixed Benefits	16,851,912	19,366,418	19,366,418	19,149,511	-1.1%
Total Personnel	38,625,459	42,171,580	42,171,580	43,330,653	2.7%
Operating					
Department Operations	3,102,429	3,504,310	3,597,924	3,648,246	4.1%
Information Technology Charge	2,412,851	2,685,321	2,685,321	2,776,955	3.4%
Fleet/Equipment Charge	1,544,743	1,550,000	1,550,000	1,825,000	17.7%
Total Operating	7,060,024	7,739,631	7,833,245	8,250,201	6.6%
Total Expenditures	45,685,482	49,911,211	50,004,825	51,580,854	3.3%

**Budgetary Explanation**

The Police budget for FY 2023 includes an Assistant Police Chief position created in FY 2022 as well as the addition of a Public Information Coordinator and Principal Clerk to take over front Central Record duties currently overseen by Cadets.

**Police Department**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Federal Drug Enforcement Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Fund Expenditures					
Operating	91,235	174,000	174,000	-	-100.0%
Capital	60,451	30,000	30,000	-	-100.0%
Total Expenditures	151,686	204,000	204,000	-	-100.0%

**Budgetary Explanation**

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of case settlement and awards.

**Police Department**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**State/Local Drug Enforcement Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Fund Expenditures					
Operating	519,596	-	10,000	168,000	
Capital	2,562	-	-	54,000	
Total Expenditures	522,158	-	10,000	222,000	

**Budgetary Explanation**

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of case settlement and awards.

**Police Department**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Tri-County Metro Drug Enforcement Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Fund Expenditures					
Operating	563,305	-	476,500	616,000	
Total Expenditures	563,305	-	476,500	616,000	

**Budgetary Explanation**

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of case settlement and awards.

## Fire Department

### Description

The Lansing Fire Department, under the direction of its Fire Chief, is committed to serving the Lansing community with the highest levels of life and property protection. This is achieved by providing excellent, compassionate service in an atmosphere that encourages innovation, professional development and diversity. The Lansing Fire Department also has a Board of Fire Commissioners with eight members that represent all wards within the City of Lansing, including two at-large positions. The Fire Commissioners have a wide range of authority including department budget approval, citizen complaints and department policies.

The Department performs its mission through six organizational divisions and provides a wide range of services including Fire Prevention, Emergency Management and disaster preparation activities, Fire Safety, plan review, public education, special events planning, arson investigation, employee education and certification, as well as emergency response for fire and medical, hazardous materials, and technical rescues.



**Fire Department**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	17,949,252	17,897,897	18,322,897	18,868,324	5.4%
Retirement/Fixed Benefits	13,345,079	15,311,022	15,311,022	15,616,143	2.0%
Total Personnel	<u>31,294,331</u>	<u>33,208,919</u>	<u>33,633,919</u>	<u>34,484,467</u>	3.8%
Operating					
Department Operations	1,802,148	2,423,179	2,423,179	2,662,701	9.9%
Information Technology Charge	1,094,412	1,229,381	1,229,381	1,175,504	-4.4%
Fleet/Equipment Charge	1,950,000	1,950,000	1,950,000	1,950,000	0.0%
Total Operating	<u>4,846,560</u>	<u>5,602,560</u>	<u>5,602,560</u>	<u>5,788,205</u>	3.3%
Total Expenditures	<u>36,140,891</u>	<u>38,811,479</u>	<u>39,236,479</u>	<u>40,272,672</u>	3.8%

**Budgetary Explanation**

No major operating changes are included in the Fire Department budget for FY 2023. The City is exploring options for a long-term contract for Fire service equipment to flatten the cost of equipment replacement needs to an flat annual rate.

## Public Service Department

### **Description**

The Public Service Department is organized into six distinct divisions (Engineering, Business, Permits and Technology, Operations and Maintenance, Fleet Services, Property Management, and Waste Water Treatment Plant) that are responsible for engineering, transportation, construction, right-of-way permitting, city fleet maintenance, maintenance of city property, operation and maintenance of roads, bridges, sidewalks, and storm and sanitary sewers within the city of Lansing, including the Waste Water Treatment Plant and pump stations. The Operations and Maintenance Division also operates the City's Capital Area Recycling and Trash (CART) program. The Engineering Division also provides general engineering support and oversight to other City departments.

Activities of the Department are primarily supported through: General Fund, Act 51 Fund (Major and Local Streets Special Revenue Fund - Gas Tax), Sewage Disposal System Enterprise Fund (sewer bills), trash collection fees, and recycling fees.

Additional funding may be utilized, as available, from bond proceeds and interest on existing bond issuances, Federal E.P.A. and Transportation Funds, Michigan Department of Transportation and Michigan Department of Environment, Great Lakes, and Energy Grants, State Revolving Loan Funds, the Lansing Building Authority, Tax Increment Finance Authority, Special Assessments, and the City's Community Development Block Grant.

### **Engineering (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):**

The Infrastructure and Environment Group is responsible for the oversight of all infrastructure design and construction contracts in the City necessary to maintain, upgrade, expand and install infrastructure associated with the storm sewer, sanitary sewer, non-motorized road and sidewalk systems. This group reviews and approves site plans for development projects. It also administers several programs regulated by the State of Michigan such as: Biennial Bridge Inspections, Soil Erosion and Sedimentation Program, Street Rating (PASER), ACT51 Reporting, and Environmental Clean-up Projects.

In addition, the city's largest infrastructure and environmental program, the Wet Weather Program (comprised of the CSO, SSO, and Storm water Phase II permit programs) is managed out of this group.

The Transportation and Non-Motorized group guides the operational design of reconstructed streets using the Complete Streets model and oversees implementation of the city's non-motorized plan and sidewalk gap closure and repair program. This group also develops the traffic sign program for the city and manages all city traffic signals and school zone flashers, evaluates intersection traffic control, speed limits, parking regulations, and roadway lane configurations, develops traffic control plans for special events, and prepares school operational and safety studies and a wide variety of other traffic operations evaluations and reports. The Transportation and Non-Motorized group is also responsible for CAD and GIS within the Public Service Department.

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## Public Service Department

### Description

#### Business, Permits and Technology (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

The Public Service Department is the largest City department by size and budget in the City. It is important that the business conducted within the department is coordinated amongst all of the Divisions and therefore offering better service to our customers. The Business, Permits and Technology Division combines the Public Service budget coordination, permitting, soil erosion enforcement, snow on sidewalk program, accounts payable, accounts receivable, administrative support and department wide technology efforts, into one workgroup.

The right-of-way (ROW) is managed by this division by its issuance of all ROW permits to private contractors and utility companies that need to perform work in the right of way. This Division also provides permitting and inspection for the Soil Erosion and Sedimentation and Control Program, sidewalk and drive approaches, sewers, and special transportation. This group has a focus on improving our communication with our customers and general advancements of technology and its use and deployment throughout the department.

#### Operations and Maintenance (O&M) (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund, trash fees, and recycling fees):

The O&M Division is generally considered to be the backbone of the City. The Division is responsible for maintaining the city's infrastructure and delivering quality city services. The Division It is divided into seven sections: Surface, CART (Capital Area Recycling and Trash), Streets, Sewer, Grounds, Forestry, and Administrative.

The State of Michigan contracts with the City to maintain 44 miles of state trunklines and provides funding within the Major Streets Fund for: maintenance and repairs to roadways, winter maintenance, right of way mowing, and traffic control systems on state trunklines.

### Surface

The Surface Section is responsible for maintaining city surface infrastructure, alleys, and parking areas. Funding sources include the Parking Fund, Major and Local Street Funds, and the General Fund. Funded activities include operating the O&M yards and facilities, maintaining surface infrastructure (e.g. guard rails, signs), graffiti abatement, compost facility operations, internal city department refuse service, ROW trash violation abatement, street sweeping, gravel street maintenance, alley maintenance, sign shop field operations, special event traffic control and barricading, placing radar speed trailers and message boards, fall leaf removal from the streets, and winter maintenance activities. The Surface Section is the one stop source for traffic control and barrier placement, providing routine and emergency support to the Transportation Unit, the Lansing Fire Department and the Lansing Police Department.

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## Public Service Department

### Description

#### Capital Area Recycling and Trash (CART)

The Recycling Fund supports curbside collection of a range of recyclable materials and organic yard waste for compost, serving residences with four or less units. Under ordinance, larger residential complexes, and commercial and industrial operations are required to recycle and the Department is charged with oversight of this activity. The City's transition to a single recycling stream collection method, where all recyclables are collected in one container in the collection truck, has continued to be an enormous success.

The Trash Fund supports the Operations and Maintenance Division's weekly trash collection throughout the City, including Blue Cart trash service and bulk trash removal.

Affordable Blue Cart trash service is available on a subscription basis, and includes a city provided container and weekly collection service; service is available by calling the Department and is billed quarterly. Bulk trash removal is also available to dispose of large refuse items by purchasing a bulk sticker from local merchants or the City. Services are funded from quarterly billing for Blue Cart container services and bulk sticker sales.

### Streets

The Street Section maintains city streets and sidewalks using the Major and Local Street Funds for street repairs, and utility cut fees and the General Fund for sidewalk maintenance. Funded activities include resurfacing, skin patching, asphalt spray patching, potholing, crack sealing, utility cut repairs, concrete curb repair, sidewalk repairs and winter maintenance. Maintenance work is coordinated and prioritized by working closely with the Engineering Division.

### Sewer

The Sewer Section maintains the city sanitary and storm sewer collection system using sewer funds for sanitary sewer maintenance and the General Fund for storm sewer maintenance. Funded activities include sewer cleaning and repair, structure repair, catch basin cleaning, bypass pumping, flood control, sewer televising, emergency response, inspection and winter maintenance.

### Forestry and Grounds

The Grounds Section maintains city green spaces, cemeteries, trees, and park infrastructure. Funding sources include the General Fund, Major and Local Street Funds. Funded activities include mowing (for all City jurisdictional properties: ROWs, parks, cemeteries, and parking lots), cemetery operations, ornamental area planting, support to leisure services, parks infrastructure maintenance, forestry operations (hazard tree removal, hazard mitigation, planting and nursery operations) and winter maintenance.

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## Public Service Department

### Description

#### Administrative

The Administrative Section is responsible for customer service, accounting functions and performance tracking of all activities within the Division. The section coordinates the administrative needs of other sections and provides a direct link between the public and the services performed by the Operations and Maintenance Division. On an annual basis this section handles over 22,000 phone calls from the public, dispatches field staff to more than 3,500 locations to address citizen concerns and responds to more than 3,900 requests for special services from the CART section. They manage payroll and personnel issues for full time Teamster and UAW employees and UAW seasonal employees. They also service over 8,300 Trash Cart customers. Through meticulous data management procedures they ensure that the activities of the Division are properly recorded, reported, and where applicable, reimbursed by other departments, agencies or individuals the division supports.

#### Waste Water Treatment Plant (WWTP) (Major supporting funds: Sewage Disposal System Enterprise Fund):

The City's Activated Sludge Wastewater Treatment Plant is the fifth largest in the State of Michigan. It is a high-tech facility with a comprehensive computerized control system. This system can remotely control many functions of outlying pump stations, process controls, and other WWTP functions. This process has allowed the WWTP to optimize staff size and focus attention on maintaining the plant equipment necessary to serve our customers. Currently the plant processes an average daily flow of 14 million gallons of sewage.

The WWTP laboratory is responsible for daily testing of influent flows, evaluating the plant's in-process removal of pollutants, and confirming plant effluent compliance with the National Pollution Discharge Elimination System (NPDES) limits.

The WWTP staff is responsible for operating and maintaining 28 sanitary sewer pump stations ranging in capacity from less than 100,000 gallons per day to over to 66,000,000 gallons per day. The WWTP staff is also responsible for operating and maintaining four storm water pumping stations in the city. Other programs that are managed within this division are the Industrial Pretreatment Program (IPP) and the Residuals Management Plan (disposal of plant solid waste by Landfilling dewatered sludge or Land Applying lime stabilized sludge; i.e., BioSolids). The WWTP and its environmental processes continue to be among the most regulated programs in the State of Michigan. Sound sewerage system infrastructure is imperative for maintaining proper environmental standards and to preserve public health and safety.

#### Fleet Services Division (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

Fleet Services is responsible for preventative maintenance and repair of all vehicles and equipment owned by the City. The fleet is divided into two categories to help manage it. We have approximately 550 "rolling stock" vehicles (rolling stock is a unit that is capable of moving itself down the road) and approximately 500 pieces of equipment (used for maintenance throughout the City). Additionally, we are responsible for purchasing and disposal of units with the assistance of the City's Purchasing Department.

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## Public Service Department

### Description

#### Property Management Division

The Property Management Division is responsible for managing the City of Lansing's properties. The City of Lansing owns approximately 750 properties which includes approximately 223 buildings. The Division is directly responsible for 75 buildings and 59 other properties.

Property Management staff are available 24 hours a day for emergencies and provide support to many special events. The Division provides facility planning and utility services for over 40 special events a year. Some of the more popular ones are: Downtown Lansing Inc. Frost Fest, Lansing Board of Water and Light Chili Cook Off, Old Town Commercial Festival of the Moon and Sun, City of Lansing 4th of July event, Common Ground Music Festival and the City of Lansing Mosaic Festival. This includes providing power, lights, water, sewer, and other work necessary to make the special events happen. The Division also works with other City of Lansing departments, other outside governmental agencies, private companies or businesses to help make the special events a success for all participants.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
<b><u>Public Service</u></b>					
General Fund Public Service	10,811,196	12,677,987	12,677,987	12,571,351	-0.8%
Major Streets Fund	17,653,559	17,015,675	17,015,675	15,160,925	-10.9%
Local Streets Fund	9,116,088	11,410,135	11,410,135	10,778,162	-5.5%
Sanitary Sewer Fund	34,705,475	42,050,477	42,350,477	44,524,000	5.9%
Garbage & Rubbish Fund	2,328,649	2,330,785	2,330,785	2,737,500	17.4%
Recycling Fund	4,280,599	5,145,379	5,145,379	5,050,692	-1.8%
Engineering Internal Service Fund	3,891,800	4,861,281	4,861,281	5,145,800	5.9%
Fleet Internal Service Fund	8,944,275	10,439,153	10,439,153	10,151,200	-2.8%
Total Expenditures	91,731,641	105,930,872	106,230,872	106,119,630	0.2%

**Budgetary Explanation**

Information for the Public Service Department's various funds is provided in the following pages.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**General Fund Public Service**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,334,827	2,021,689	2,021,689	2,026,983	0.3%
Retirement/Fixed Benefits	1,030,418	1,258,637	1,258,637	968,978	-23.0%
Total Personnel	2,365,244	3,280,326	3,280,326	2,995,961	-8.7%
Operating					
Department Operations	7,312,708	7,889,489	7,889,489	8,032,266	1.8%
Information Technology Charge	86,728	101,409	101,409	92,824	-8.5%
Fleet/Equipment Charge	427,728	578,500	578,500	524,000	-9.4%
Public Service Engineering	618,787	828,263	828,263	926,300	11.8%
Total Operating	8,445,951	9,397,661	9,397,661	9,575,390	1.9%
Total Expenditures	10,811,196	12,677,987	12,677,987	12,571,351	-0.8%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Public Service Department general fund budget for FY 2023.



**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Major Streets Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,693,471	2,061,116	2,061,116	1,774,900	-13.9%
Retirement/Fixed Benefits	1,446,565	1,348,412	1,348,412	1,336,815	-0.9%
Total Personnel	3,140,036	3,409,528	3,409,528	3,111,715	-8.7%
Operating					
Department Operations	1,288,666	1,753,073	1,753,073	1,746,883	-0.4%
Fleet/Equipment Charge	518,674	697,500	697,500	757,000	8.5%
Public Service Engineering	811,585	1,377,718	1,377,718	1,411,800	2.5%
Total Operating	2,618,924	3,828,291	3,828,291	3,915,683	2.3%
Capital	8,061,880	4,980,000	4,980,000	4,300,000	-13.7%
Debt Service	749,964	797,857	797,857	472,525	-40.8%
Transfer to Local Streets	3,082,755	4,000,000	4,000,000	3,361,002	-16.0%
Total Expenditures	17,653,559	17,015,675	17,015,675	15,160,925	-10.9%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Major Streets special revenue fund budget for FY 2023.

Capital project funding is listed in the Capital Improvement section of this budget document.

**City Council Changes**

City Council added a \$500k increase to the transfer from the Major Streets fund to the Local Streets fund for immediate local street road improvements.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Local Streets Special Revenue Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,508,046	2,121,387	2,121,387	1,857,608	-12.4%
Retirement/Fixed Benefits	1,383,288	1,394,322	1,394,322	1,382,331	-0.9%
Total Personnel	2,891,334	3,515,709	3,515,709	3,239,939	-7.8%
Operating					
Department Operations	760,630	1,027,277	1,027,277	817,315	-20.4%
Fleet/Equipment Charge	1,146,943	1,230,000	1,230,000	1,350,000	9.8%
Public Service Engineering	527,448	895,493	895,493	931,900	4.1%
Total Operating	2,435,021	3,152,770	3,152,770	3,099,215	-1.7%
Capital	2,996,659	3,856,000	3,856,000	3,820,000	-0.9%
Debt Service	493,074	885,656	885,656	619,008	-30.1%
Transfers	300,000	-	-	-	
Total Expenditures	9,116,088	11,410,135	11,410,135	10,778,162	-5.5%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Local Streets special revenue fund budget for FY 2023.

Capital project funding is listed in the Capital Improvement section of this budget document.

**City Council Changes**

City Council added a \$500k increase to the transfer from the Major Streets fund to the Local Streets fund for immediate local

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Sanitary Sewer (Wastewater) Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	3,767,211	5,011,765	5,011,765	4,965,858	-0.9%
Retirement/Fixed Benefits	3,150,343	3,149,717	3,149,717	2,501,041	-20.6%
Total Personnel	6,917,554	8,161,482	8,161,482	7,466,899	-8.5%
Operating					
Department Operations	6,953,066	5,769,364	5,769,364	6,635,642	15.0%
Information Technology Charge	183,492	198,630	198,630	180,629	-9.1%
Fleet/Equipment Charge	1,080,942	885,000	885,000	485,000	-45.2%
Public Service Engineering	1,011,356	1,708,264	1,708,264	1,380,800	-19.2%
City 311 Service	-	-	-	93,904	
Total Operating	9,228,856	8,561,258	8,561,258	8,775,975	2.5%
Capital	6,069,974	11,657,000	11,657,000	15,077,000	29.3%
Debt Service	12,489,091	13,670,737	13,670,737	12,904,126	-5.6%
Return on Equity	-	-	300,000	300,000	
Total Expenditures	34,705,475	42,050,477	42,350,477	44,524,000	5.9%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Sewer enterprise fund budget for FY 2023 except for the restored Return on Equity payment to the general fund (eliminated in 2017).

Capital project funding is listed in the Capital Improvement section of this budget document.

**City Council Changes**

City Council added \$500k to Department Operations as a late budget request.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Trash Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	619,551	806,844	806,844	677,000	-16.1%
Retirement/Fixed Benefits	588,409	468,928	468,928	464,895	-0.9%
Total Personnel	1,207,960	1,275,772	1,275,772	1,141,895	-10.5%
Operating					
Department Operations	546,142	470,618	470,618	637,405	35.4%
Fleet/Equipment Charge	525,640	410,000	410,000	360,000	-12.2%
Public Service Engineering	48,907	174,395	174,395	198,200	13.7%
Total Operating	1,120,689	1,055,013	1,055,013	1,195,605	13.3%
Capital	-	-	-	400,000	
Total Expenditures	2,328,649	2,330,785	2,330,785	2,737,500	17.4%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Trash enterprise fund budget for FY 2023 except for \$400k set aside for vehicles.

Capital project funding is listed in the Capital Improvement section of this budget document.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Recycling Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,181,316	1,513,009	1,513,009	1,352,900	-10.6%
Retirement/Fixed Benefits	1,108,170	1,025,739	1,025,739	1,016,918	-0.9%
Total Personnel	2,289,485	2,538,748	2,538,748	2,369,818	-6.7%
Operating					
Department Operations	997,916	1,420,370	1,420,370	1,528,574	7.6%
Fleet/Equipment Charge	703,658	675,000	675,000	655,000	-3.0%
Public Service Engineering	50,000	176,689	176,689	297,300	68.3%
Total Operating	1,751,574	2,272,059	2,272,059	2,480,874	9.2%
Capital	-	-	-	200,000	
Debt Service	239,539	334,572	334,572	-	-100.0%
Total Expenditures	4,280,599	5,145,379	5,145,379	5,050,692	-1.8%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Recycling enterprise fund budget for FY 2023 except for \$200k set aside for vehicles.

Capital project funding is listed in the Capital Improvement section of this budget document.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Engineering Internal Service Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,418,955	2,327,704	2,327,704	2,512,888	8.0%
Retirement/Fixed Benefits	1,339,977	1,408,185	1,408,185	1,163,980	-17.3%
Total Personnel	2,758,932	3,735,889	3,735,889	3,676,868	-1.6%
Operating					
Department Operations	260,915	266,550	266,550	273,719	2.7%
Information Technology Charge	810,698	814,076	814,076	773,848	-4.9%
Fleet/Equipment Charge	12,540	34,766	34,766	28,000	-19.5%
City 311 Service	-	-	-	383,365	
Total Operating	1,084,153	1,115,392	1,115,392	1,458,932	30.8%
Capital	48,714	10,000	10,000	10,000	0.0%
Total Expenditures	3,891,800	4,861,281	4,861,281	5,145,800	5.9%

**Budgetary Explanation**

No significant operational changes are budgeted directly in the Engineering budget for FY 2023.

**Public Service**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Fleet Internal Service Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	1,743,978	2,429,499	2,429,499	2,626,082	8.1%
Retirement/Fixed Benefits	1,656,535	1,702,488	1,702,488	1,264,593	-25.7%
Total Personnel	3,400,513	4,131,987	4,131,987	3,890,675	-5.8%
Operating					
Department Operations	3,092,390	3,795,598	3,795,598	2,459,107	-35.2%
Information Technology Charge	266,229	210,044	210,044	174,631	-16.9%
Fleet/Equipment Charge	20,766	20,000	20,000	42,000	110.0%
Public Service Engineering	50,266	96,376	96,376	98,600	2.3%
Total Operating	3,429,650	4,122,018	4,122,018	2,774,338	-32.7%
Capital	1,787,148	1,508,000	1,508,000	3,010,000	99.6%
Debt Service	326,964	677,148	677,148	476,187	-29.7%
Total Expenditures	8,944,275	10,439,153	10,439,153	10,151,200	-2.8%

**Budgetary Explanation**

The FY 2023 budget for the City Fleet doubles the existing fleet replacement budget from \$1.5M to \$3.0M.

# Human Relations and Community Services

## Description

The Human Relations and Community Services (HRCS) Department pursues City Charter and Ordinance mandates to address basic human services needs and help cultivate a community climate of diversity, equity and nondiscrimination. The Department strives to improve the quality of life for all Lansing citizens by providing leadership to address urgent community issues such as the resolution of homelessness, food insecurity, health care, affordable housing, infant mortality, youth prevention programs, and refugee resettlement.

## HRCS Responsibilities

The Department's Human Services focus works in partnership with community coalitions to evaluate community needs, develop grant proposals or programming, and oversee contracts to distribute City funding to address urgent needs. The Department administers Federal Housing and Urban Development (HUD) Continuum of Care (CoC), City Emergency Solutions Grants (ESG) and acts as Fiduciary for MSHDA ESG funds through sub-contracts with local agencies, providing monitoring and technical assistance. HRCS is the designated CoC Lead and Homeless Management Information System (HMIS) Lead Agency tracking homeless services. The Human Relations' focus provides mediation to address community disputes and complaints, and monitors City compliance with laws and ordinances to ensure social equity.

## Leveraging Funds

The Department administers Human Services Funding as outlined in the City Charter and ensures the funds are disbursed in a coordinated and efficient manner. These funds are an excellent return on investment, leveraging at least ten (10) times the original amount through other funding that comes back into the community. HRCS assists other City departments and local agencies in identifying resources, completing grant applications and leveraging funding from multiple sources to address community needs. HRCS brings divergent groups together as partners to pool scarce resources to address unmet needs. Priority needs are defined by City Charter as:

- **Basic Needs:** Food, shelter, clothing, transportation, child care, housing assistance and legal help for indigent persons.
- **Life Skills:** Mentoring, academic enhancement, social competency, literacy, conflict resolution, parenting skills development, structured recreation, and self-sufficiency for people with disabilities.
- **Employability Development:** Job readiness and retention, job seeking skills, vocational training, job site development and placement activities.
- **Health/Mental Health:** Health care access, crisis intervention, dental care, prescription medications, health promotion, counseling, substance abuse prevention, safety promotion, hospice and respite care.

## Assessing Needs

The Department assesses human services needs within the community, develops priorities, and assures the use of City funds is appropriate and consistent with identified priorities. The Human Relations and Community Services Advisory Board, composed of Lansing residents, provides the citizen's perspective to the Department, fostering mutual understanding and respect among all groups in the city while helping to identify community needs and resources. HRCS periodically holds public forums and invites interested community members and applicant agencies to discuss community needs and services gaps that help determine funding priorities.

(continued)



## **Human Relations and Community Services**

### **Assessing Needs (Continued)**

The HRCS Department promotes an agency clustering model, whereby agencies providing similar services are encouraged to partner on mutual projects, thus reducing cost inefficiencies and duplicative efforts. Agencies are encouraged to participate in Meet the Need, a community coordination tool bridging the faith community with human services agencies to help meet local needs.

### **Food Security**

The HRCS Department supports a monthly Mobile Food Pantry and senior site food drop, staffed by volunteers, through a contract with the Greater Lansing Food Bank.

Children and Youth are assisted through the “Feed Greater Lansing’s Children Program” distributing healthy lunches and food boxes to families who would otherwise go without during the school district’s six weeks of school breaks. This program helps offset State budget cuts toward family assistance grants and food supplements.

### **Elder Abuse and Financial Exploitation**

The HRCS Department developed an Elder Abuse Coordinated Community Response Team in partnership with the Lansing Police Department, Prosecutor’s Office, End Violent Encounters, Inc., the Tri-County Office on Aging and Adult Protective Services. This has created a comprehensive system to respond to and prosecute elder abuse, provide victim advocacy, emergency shelter and transitional housing for older victims of abuse. The Elder Abuse Coordinated Community Response Team of area victim services providers remains in the community to plan ongoing prevention strategies, educate the community and provide a systemic response to elder abuse.

### **Citizen Assistance**

HRCS is the City of Lansing’s focal point for citizens seeking help with all types of human services needs providing information, referral and direct assistance as needed. Staff is trained as mediators who may assist residents in resolving neighborhood conflicts or disputes prior to seeking legal action or contact with the courts.

### **Non-Discrimination and Equal Opportunity**

The Department is charged with the enforcement of Charter and Ordinance Human Relations mandates which prohibit discrimination on the basis of protected characteristics, against persons seeking employment, housing, and the use of public facilities. These include labor standards such as the federal Davis Bacon Prevailing Wage Act for City construction projects, as well as Fair Housing enforcement, and the Human Rights

The Department is mandated to ensure City compliance with, and handle complaints related to, the Equal Employment Opportunity Act, the Americans with Disabilities Act, Section 504, and Child Labor Law.

### **Complaint Investigation**

HRCS houses the Police Commission Investigator who conducts independent intake and review of citizen complaints against the Lansing Police Department that may allege inappropriate and/or discourteous actions by police personnel.

### **City Supported Agencies and Events**

Through HRCS, the City contracts with a variety of community agencies to support other essential programs such as diversion for first time offenders, economic development, educational enhancement, recreation and the Arts, which enhances the quality of life for Lansing citizens.

## Human Relations and Community Services

Fiscal Year July 1, 2022 - June 30, 2023

### Department Summary

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	466,599	1,114,539	1,114,539	1,177,255	5.6%
Retirement/Fixed Benefits	526,863	633,376	633,376	492,118	-22.3%
Total Personnel	993,462	1,747,915	1,747,915	1,669,373	-4.5%
Operating					
Department Operations	71,002	92,335	92,335	92,428	0.1%
Information Technology Charge	84,750	89,844	89,844	81,017	-9.8%
Fleet/Equipment Charge	233	4,000	4,000	-	-100.0%
Total Operating	155,985	186,179	186,179	173,445	-6.8%
Total Expenditures	1,149,447	1,934,094	1,934,094	1,842,818	-4.7%
Basic Human Services <sup>(1)</sup>	1,182,042	1,665,000	2,425,040	1,814,000	8.9%
Addressing Racial Justice and Equity <sup>(2)</sup>	-	135,000	135,000	146,000	8.1%
Total Basic Human Services	1,182,042	1,800,000	2,560,040	1,960,000	8.9%

<sup>(1)</sup>1.25% of General Fund Revenues

<sup>(2)</sup>0.10% of General Fund Revenues

### **Budgetary Explanation**

No major operational changes are included in the HRCS budget for FY 2023..

## Parks and Recreation

### Description

The Department of Parks and Recreation creates community through people, parks and programs. The mission of the Parks and Recreation Department is to enhance the quality of life through the preservation and maintenance of park lands, the provision of quality leisure time activities, and the provision of special facilities which would otherwise not be available to the Lansing residents. The Department accomplishes this mission in the following ways:

- Organization of youth, adult, and senior citizen recreational programming in parks, community centers, schools, swimming pools, nature center, and historic home.
- Regular maintenance of all parks and natural areas owned by the City of Lansing, including maintenance of Lansing's urban forest areas through regular cycles of tree planting, fertilization, and trimming.
- Providing burial services and cemetery maintenance at the City's three municipal cemeteries.
- Providing public golf opportunities at Groesbeck Golf Course which support recreational and league play in the area now managed by the Lansing Entertainment and Facilities Authority (LEPFA).
- Supporting youth through the teaching of life-skills through The First Tee of Mid-Michigan program at Sycamore Creek Golf Academy.
- Provision of special recreation facilities such as Ranney Skate Park, Soldan Dog Park, Gier Park BMX Bicycle Track, Cooley Gardens, Frances Park Rose Garden and the Lansing River Trail linear park.
- Sustaining working partnerships with the Lansing School District, Ingham County Parks and Recreation, Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund, Michigan Department of

### Organization

The Parks and Recreation Department consists of four separate divisions:

### Administration

The Administration Division includes Management and Business Administration, Park Design, Planning and Research, and the staff support for park and pavilion rentals, event planning and support services for both the General Fund and the Enterprise Fund programs. The Management and Business Administration section is responsible for the salary, hourly, Temporary Employment Agreements, and seasonal payroll and time cards. This section also processes procurement card reconciliations, accounts payable and receivable, and processes paperwork for yearly employee evaluations and step increases.

(continued)

## Parks and Recreation

### Organization (continued)

#### Field Services

Funding for Field Services which includes; Forestry, Grounds and Landscape Maintenance, and Athletic Field and Pool Maintenance, is located in this part of the budget. Staffing for these activities now resides in the Public Service Department. Below is a description of these services.

The Forestry Section of the Field Services Division is responsible for maintenance of safe and healthy trees in City parks and on City streets. Care includes trimming and removal of dead, damaged or diseased trees and limbs from these areas. They also maintain and stock a city nursery, which provides trees for residential streets, parks, cemeteries, and golf course plantings as needed. Grounds & Landscape Maintenance Section is responsible for care and maintenance of turf, shrubs, ornamental trees and flowers, as well as planting new growth for the next season. They also handle repair of tables, benches, signs and playground equipment, as well as ice and snow removal on trails, parking areas, and park sidewalks during the winter season. Athletic Fields and Pool Maintenance is responsible for the maintenance of City athletic fields and the public outdoor pools at Hunter and Moores Parks, as well as Cemetery burials and grounds maintenance (see Cemetery Fund).

#### Leisure Services

The Leisure Services Division operates recreation programs at four Community Centers (Gier, Foster, Letts, Schmidt), Special Recreation Services (Hunter and Moores Swimming Pools, Kids Camp, City Wide Special Events and Therapeutic Recreation) and Lifetime Sports. The division also operates specialized facilities such as the Turner-Dodge House (historic home) and the Fenner Nature Center. Programming at the Fenner Nature Center is conducted by the Fenner Conservancy.

#### Golf Operations

The Sycamore Driving Range and Practice Facility is operated by The First Tee of Mid- Michigan, and is located at 1526 E. Mount Hope Avenue. This program provides quality instruction on the game of golf for youth and adults. The First Tee of Mid-Michigan operates the driving range, which is open to the public for practice.

#### Facilities

Programmed recreation sites are Letts, Gier, Schmidt and Foster Community Centers; Groesbeck Golf Course; Sycamore Golf Academy and Driving Range; Lansing River Trail; Moore's Park and Hunter Park swimming pools; Fenner Nature Center; the Turner-Dodge House; Davis, Gier, Ranney, Sycamore, Davis and Kircher Park ball fields. We have several neighborhood parks and athletic fields throughout the city where recreation programming occurs throughout the year. We also provide several facilities for rental which includes Frances Park Rose Garden and overlook, and Cooley Gardens.

**Parks and Recreation**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Department Summary**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
<b><u>Parks and Recreation</u></b>					
General Fund Parks & Recreation	6,493,817	9,017,392	9,017,392	9,380,212	4.0%
Cemeteries	698,717	866,025	866,025	922,650	6.5%
Golf Fund	2,242,194	88,000	88,000	100,000	13.6%
Parks Capital Improvements	682,602	1,638,000	1,638,000	1,843,000	12.5%
Total Expenditures	10,117,330	11,609,417	11,609,417	12,245,862	5.5%

**Budgetary Explanation**

Information for the Parks and Recreation Department's various funds is provided in the following pages.

**Parks and Recreation**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**General Fund Parks and Recreation**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	2,659,243	4,007,204	4,007,204	3,998,555	-0.2%
Retirement/Fixed Benefits	1,478,439	1,959,948	1,959,948	1,760,599	-10.2%
Total Personnel	4,137,682	5,967,152	5,967,152	5,759,154	-3.5%
Operating					
Department Operations	1,766,455	2,424,424	2,424,424	2,460,576	1.5%
Information Technology Charge	173,374	157,386	157,386	161,749	2.8%
Fleet/Equipment Charge	416,306	468,430	468,430	933,000	99.2%
City 311 Service	-	-	-	65,733	
Total Operating	2,356,135	3,050,240	3,050,240	3,621,058	18.7%
Total Expenditures	6,493,817	9,017,392	9,017,392	9,380,212	4.0%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Parks and Recreation general fund budget for FY 2023.

**Parks and Recreation**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Municipal Cemeteries Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Personnel					
Active Personnel	306,235	387,702	387,702	370,365	-4.5%
Retirement/Fixed Benefits	166,584	169,996	169,996	157,368	-7.4%
Total Personnel	472,819	557,698	557,698	527,733	-5.4%
Operating					
Department Operations	225,898	280,327	280,327	318,917	13.8%
Fleet/Equipment Charge	-	-	-	48,000	
Total Operating	225,898	280,327	280,327	366,917	30.9%
Transfers	-	28,000	28,000	28,000	0.0%
Total Expenditures	698,717	866,025	866,025	922,650	6.5%

**Budgetary Explanation**

No significant operation changes are budgeted directly in the Cemetery enterprise fund budget for FY 2023.

**Parks and Recreation**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Municipal Golf Courses Enterprise Fund**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Operating					
Department Operations	2,242,194	88,000	88,000	100,000	13.6%
Total Operating	2,242,194	88,000	88,000	100,000	13.6%
Capital	-	-	-	-	
Total Expenditures	2,242,194	88,000	88,000	100,000	13.6%

**Budgetary Explanation**

Most of the changes for FY 2023 are supporting LEPFA's operation of the City's golf facility.



## FY 2022/2023 Use of Park Millage Funds

<b>RESOURCES</b>	
FY 2018/2019 Parks Millage (1 mill of City's operating levy)	2,430,000
	<u>2,430,000</u>
<b>USES</b>	
<u>Subsidies</u>	
Cemetery Fund Subsidy	450,000
Golf Fund Subsidy	100,000
Kids Camps (General Fund)	37,000
Amount Used for General Fund Operations & Maintenance	<u>587,000</u>
<u>Capital Projects</u>	
Grant Match	600,000
Parks Paving Projects	481,000
Playground Equipment/Renovations	374,500
Washington Park Pavilion	100,000
Tree Planting/Replanting	75,000
Residential Tree Program	75,000
Foster Park Placemaking/Drive	75,000
Cemetery Repairs	37,500
Fulton Park Overlook	25,000
	<u>1,843,000</u>
Total Parks Millage Uses	<u>2,430,000</u>

A description of the above-referenced capital projects is available in the Capital Improvements Projects (CIP) section of this budget document.

**General Fund**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Non-Departmental Expenditures & Transfers**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Department Appropriation</u></b>					
Operating Subsidies to Other Funds/Related Entities:					
Cemeteries Fund (Parks Millage)	Parks Sale	540,000	540,000	450,000	-16.7%
Golf Fund (Parks Millage)	Parks Sale	85,000	85,000	100,000	17.6%
Stadium Fund	999,304	820,000	820,000	486,731	-40.6%
State & Federal Grant Matches	-	350,000	350,000	263,000	-24.9%
Downtown Lansing Inc.	93,000	85,000	85,000	85,000	0.0%
Total Operating Subsidies	1,092,304	1,880,000	1,880,000	1,384,731	-26.3%
Transfers to Other Funds for Capital Improvements:					
Capital Improvements Fund	-	884,000	1,434,000	350,000	-60.4%
Parks Millage Fund (Parks Millage)	80,000	1,663,000	1,663,000	1,843,000	10.8%
Road/Sidewalk Millage - Roads	2,042,000	2,350,000	2,350,000	2,430,000	3.4%
Road/Sidewalk Millage - Sidewalks	300,000	-	-	-	
Total Transfers	2,422,000	4,897,000	5,447,000	4,623,000	-5.6%
City-Supported Agencies					
Advance Peace	-	240,000	ARPA	240,000	0.0%
Arts And Culture Grants	75,000	167,500	167,500	167,500	0.0%
Efforts Supporting My Lansing/MBK	500	20,000	20,000	20,000	0.0%
Sister City	-	-	-	20,000	
LEAP Support	15,000	15,000	15,000	15,000	0.0%
Community Corrections Advisor	-	13,000	13,000	13,000	0.0%
Greater Lansing Safety Council	-	12,000	12,000	12,000	0.0%
	90,500	467,500	227,500	487,500	
Debt Service					
Debt Service	1,364,380	990,020	990,020	987,100	-0.3%
Other Non-Departmental					
Contingency	-	300,000	-	-	-100.0%
MRJEA	-	-	300,000	-	
Library Lease	157,650	135,000	135,000	136,150	0.9%
Total Expenditures	4,969,184	8,234,520	8,544,520	7,482,331	-9.1%

# AFFILIATED AGENCY BUDGETS

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## **LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY**

- The Lansing Center
- Jackson Field
- Groesbeck Golf Course

## **LANSING ECONOMIC DEVELOPMENT AGENCIES**

- Lansing Economic Development Corporation (LEDC)
- Lansing Brownfield Redevelopment Authority (LBRA)
- Tax Increment Financing Authority (TIFA)
- Michigan Avenue Corridor Improvement Authority (MACIA)
- Saginaw Street Corridor Improvement Authority (MACIA)



**Lansing Center**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Affiliated Agency Budget - LEPFA**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Net Position</b>	238,615	267,595	267,595	267,595	
<b><u>Revenues</u></b>					
Intergovernmental - State	700,000	-	-	-	
Building Rental	84,349	40,000	40,000	728,862	1722.2%
Security	16,089	37,500	37,500	48,555	29.5%
Food Services	39,239	1,202,000	1,202,000	2,571,071	113.9%
Equipment Rental	75,989	200,000	200,000	732,434	266.2%
Box Office	-	3,000	3,000	12,940	331.3%
Labor/Service	46,257	150,000	150,000	306,111	104.1%
Special Events	4,537	175,000	175,000	105,308	-39.8%
Other	94,618	58,000	58,000	194,804	235.9%
Total Revenues	1,061,078	1,865,500	1,865,500	4,700,085	151.9%
<b><u>Expenditures</u></b>					
Personnel Services	518,236	710,000	710,000	2,631,801	270.7%
Food and Beverage	192,154	950,120	950,120	1,648,006	73.5%
Communications	23,575	5,640	5,640	29,640	425.5%
Rents and Leases	2,667	5,640	5,640	125,760	2129.8%
Professional Services	164,941	200,000	200,000	242,598	21.3%
Utilities	581,999	725,000	725,000	916,251	26.4%
Marketing	67,711	10,000	10,000	49,420	394.2%
Repairs and Maintenance	64,549	50,000	50,000	72,095	44.2%
Supplies and Materials	17,651	35,000	35,000	74,711	113.5%
Insurance	70,812	75,500	75,500	89,033	17.9%
Events	106,127	135,000	135,000	528,417	291.4%
Security	14,664	33,000	33,000	41,348	25.3%
Depreciation	-	600	600	600	0.0%
Bad Debt Expense	1,715	25,000	25,000	25,000	0.0%
Other	42,712	50,000	50,000	6,000	-88.0%
Total Expenditures	1,869,513	3,010,500	3,010,500	6,480,680	115.3%
Net Operating Revenue (Expense)	(808,435)	(1,145,000)	(1,145,000)	(1,780,595)	55.5%
<b><u>Non-Operating Revenue (Expense)</u></b>					
Operating Subsidy (City of Lansing)	598,800	975,000	975,000	1,369,000	40.4%
Sales/Marketing Reimbursement	238,615	170,000	170,000	411,595	142.1%
Total Non-Operating	837,415	1,145,000	1,145,000	1,780,595	55.5%
<b>Ending Net Position</b>	267,595	267,595	267,595	267,595	0.0%

**Jackson Field**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Affiliated Agency Budget - LEPFA**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Net Position</b>	107,313	105,072	105,072	105,072	
<b><u>Revenues</u></b>					
Other	425	4,000	4,000	-	-100.0%
Total Revenues	425	4,000	4,000	-	-100.0%
<b><u>Expenditures</u></b>					
Personnel Services	161,402	122,843	122,843	198,450	61.5%
Food and Beverage	-	10,000	10,000	12,000	20.0%
Communications	8,118	4,000	4,000	8,496	112.4%
Professional Services	2,000	-	-	-	
Utilities	140,531	199,772	199,772	233,229	16.7%
Marketing	1,276	3,260	3,260	3,720	14.1%
Repairs and Maintenance	79,656	77,016	77,016	84,643	9.9%
Supplies and Materials	648	16,450	16,450	6,150	-62.6%
Insurance	23,750	24,444	24,444	24,960	2.1%
Depreciation	-	960	960	-	-100.0%
Other	14,785	24,755	24,755	34,352	38.8%
Total Expenditures	432,166	483,500	483,500	606,000	25.3%
Net Operating Revenue (Expense)	(431,741)	(479,500)	(479,500)	(606,000)	26.4%
<b><u>Non-Operating Revenue (Expense)</u></b>					
Operating Subsidy (City of Lansing)	429,500	479,500	479,500	606,000	26.4%
Total Non-Operating	429,500	479,500	479,500	606,000	26.4%
<b>Ending Net Position</b>	105,072	105,072	105,072	105,072	0.0%

**Groesbeck Golf Course**  
**Fiscal Year July 1, 2022 - June 30, 2023**  
**Affiliated Agency Budget - LEPFA**

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Net Position</b>	410,688	611,480	611,480	611,480	
<b><u>Revenues</u></b>					
Food Services	123,048	105,098	105,098	117,542	11.8%
Equipment Rental	200,017	163,675	163,675	179,930	9.9%
Greens Fees	531,709	364,156	364,156	459,139	26.1%
Other	16,480	19,786	19,786	13,702	-30.7%
Total Revenues	871,254	652,715	652,715	770,313	18.0%
<b><u>Expenditures</u></b>					
Personnel Services	462,676	418,375	418,375	536,109	28.1%
Food and Beverage	77,418	60,794	60,794	74,134	21.9%
Communications	12,503	10,040	10,040	15,620	55.6%
Rents and Leases	32,420	40,886	40,886	42,000	2.7%
Professional Services	12,826	15,500	15,500	15,340	-1.0%
Utilities	31,283	39,000	39,000	30,406	-22.0%
Marketing	12,648	15,120	15,120	17,912	18.5%
Repairs and Maintenance	44,016	65,400	65,400	61,078	-6.6%
Supplies and Materials	24,673	35,000	35,000	39,203	12.0%
Insurance	17,580	16,000	16,000	15,950	-0.3%
Depreciation	5,276	5,100	5,100	5,958	16.8%
Other	22,143	16,600	16,600	12,603	-24.1%
Total Expenditures	755,462	737,815	737,815	866,313	17.4%
Net Operating Revenue (Expense)	115,792	(85,100)	(85,100)	(96,000)	12.8%
<b><u>Non-Operating Revenue (Expense)</u></b>					
Operating Subsidy (City of Lansing)	85,000	85,100	85,100	96,000	12.8%
Total Non-Operating	85,000	85,100	85,100	96,000	12.8%
<b>Ending Net Position</b>	611,480	611,480	611,480	611,480	0.0%

## **Lansing Economic Development Agencies**

### **Lansing Economic Development Corporation (LEDC)**

The LEDC was established for the purposes of attracting, expanding and retaining business and industry in the City of Lansing. In addition to its role as an ombudsman and business advocate, the LEDC oversees a variety of economic development efforts including a business loan program, the City of Lansing's Façade Improvement Program, and the Lansing CARES Small Business Assistance Program. Throughout 2020, the LEDC played a leading role in getting resources directly to small businesses impacted by the COVID-19 pandemic by implementing the City of Lansing Rescue Fund Program as well as supporting several other small business grant and loan programs. By the end of February 2021, more than \$3,000,000 of state and local funds have been distributed to over 260 small businesses in the City of Lansing.

### **Lansing Brownfield Redevelopment Authority (LBRA)**

Purposes of the LBRA include preparing, marketing, and facilitating the development of land and buildings in the City of Lansing including contaminated, blighted, functionally obsolete and surplus properties and currently oversees 35 active Brownfield Plans in the City of Lansing. The LBRA is also the recipient of several grant and loan programs through the Environmental Protection Agency (EPA) and Michigan Department of Environment, Great Lakes, and Energy (EGLE) that have been used to assist in the redevelopment of dozens of contaminated properties. The efforts of the LBRA have made several impactful projects in the City of Lansing possible, including the redevelopment of the Former Ottawa Power Station into the AF Group Headquarters and the new Capital City Market project.

### **Tax Increment Financing Authority (TIFA)**

The basic function of the TIFA is to invest in regional public assets that facilitate economic development in downtown Lansing. The TIFA finances these public assets by issuing bonds that are sold to raise funds to build these public assets. The TIFA collects the increase in property taxes resulting from new private investment and tax value growth in the TIFA District to make bond payments to TIFA bondholders. The TIFA actively and responsibly manages current bonds, including a recent successful refinancing of its debt service to take advantage of lower interest rates. The TIFA may also consider supporting additional public assets and infrastructure investments by utilizing any excess revenues.

### **Michigan Avenue Corridor Improvement Authority (MACIA)**

The Michigan Avenue Corridor Improvement Authority of the City of Lansing was created in 2009 with the goals to correct and prevent deterioration in the business district, redevelop the city's commercial corridors and promote economic growth. The Development and Tax Increment Financing plans arrange projects into three categories: public infrastructure, current and prevent deterioration, and promote neighborhood aligned economic growth. In 2019, the development and tax increment finance plans were approved and will allow for the Authority to begin its first steps in executing the vision set forth by the corridor's residents, businesses, and other stakeholders.

### **Saginaw Street Corridor Improvement Authority (SSCIA)**

The Saginaw Street Corridor Improvement Authority of the City of Lansing was created in 2009 with the goals to correct and prevent deterioration in the business district, redevelop the city's commercial corridors and promote economic growth. The Authority followed several key principles that were used in the creation of the plan and are supported by the city's master plan to transform the visually unappealing character of the corridor, to encourage pedestrians and to market the quality of the adjacent neighborhoods. In 2019, the Development and Tax Increment Financing plans were approved and will allow for the Authority to begin its first steps in executing the vision set forth by the corridor's residents, businesses and other stakeholders.

## Lansing Economic Development Budget

Fiscal Year July 1, 2022 - June 30, 2023

### Affiliated Agency Budget - LEDC

	FY 2021 Amended Budget	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Executive Proposal	Percent Change
<b><u>Revenues</u></b>					
Brownfield Admin	180,385	226,405	224,293	230,356	1.7%
City of Lansing Contract	-	300,000	300,000	300,000	0.0%
Annual Issuer's Fees	72,675	49,850	49,850	85,269	71.1%
Project Review Fees	-	-	-	20,000	
TIFA Admin	150,000	150,000	150,000	195,000	30.0%
Arts & Culture Contract	-	-	167,500	200,000	
Façade Grant Contract	-	175,000	175,000	200,000	14.3%
CDBG-CV/Lansing CARES	660,000	-	-	-	
Loan Interest	1,500	1,172	1,172	7,273	520.6%
Interest Income	15,000	3,000	3,000	3,000	0.0%
Miscellaneous Revenue	50	50	50	5,000	9900.0%
Total Revenues	1,079,610	905,477	1,070,865	1,245,898	37.6%
<b><u>Expenditures</u></b>					
Façade Grants	-	175,000	175,000	200,000	14.3%
Arts & Culture Grant	-	-	167,500	200,000	
Personnel	-	-	-	617,782	
Contractual Services	778,861	676,041	652,929	92,933	-86.3%
Insurance & Bonds	21,321	21,960	21,960	15,012	-31.6%
Marketing, Promotions & Business Attr.	10,000	20,000	5,000	20,000	0.0%
Travel & Conferences & Training	5,000	10,000	6,000	10,000	0.0%
Miscellaneous Operating	3,628	1,876	1,876	4,000	113.2%
CDBG-CV/Lansing CARES	660,000	-	-	-	
LBA Econ Dev Analysis	-	-	150,000	-	
Rent	-	-	-	60,000	
Operational Equipment and Services	-	-	40,000	25,271	
Bank Fees	800	600	600	900	50.0%
Total Expenditures	1,479,610	905,477	1,220,865	1,245,898	37.6%
<b><u>Net Operating Income (Expense)</u></b>	<b>(400,000)</b>	<b>-</b>	<b>(150,000)</b>	<b>-</b>	



# Lansing Brownfield Redevelopment Authority

Fiscal Year July 1, 2022 - June 30, 2023

## Affiliated Agency Budget - LEDC

	FY 2021 Amended	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Revenues</u></b>					
RLF A TAX REVENUE	534,474	633,433	633,433	328,896	
PLAN 2 MOTOR WHEEL	247,411	252,867	59,534	59,209	
PLAN 9 SCHAFER BAKERY	294	294	294	294	
PLAN 20 LORANN OILS	29,766	30,284	30,273	33,068	
LBRA ADMIN	180,385	224,293	224,293	230,356	
PLAN 30 BROWNFIELD DEV SPEC	14,267	14,508	14,296	14,872	
PLAN 23 STADIUM DISTRICT PARTNERS	140,614	-	-	-	
PLAN 37 CEDAR ST SCHOOL	17,825	22,130	19,445	20,319	
PLAN 42 NU UNION	12,278	12,689	12,681	13,664	
PLAN 8b JNL	106,336	107,854	107,919	111,551	
PLAN 49 MARSHALL ST ARMORY	603	-	7,479	8,468	
PLAN 53 MICH AVE INVESTORS	25,534	-	-	-	
3 MILLS SET STATE BRF	88,950	169,660	167,139	281,175	
PLAN 52 MARKETPLACE PARTNER	345,227	350,060	349,844	361,389	
PLAN 55A BALL PARK NORTH	235,811	234,931	234,781	240,639	
PLAN 56 EMERGENT BIOSOLUTION	212,833	379,193	453,806	474,459	
PLAN 58 HIGH GRADE MATERIAL	12,011	12,318	12,309	12,854	
PLAN 59 4000 N. GRAND RIVER	385	481	482	711	
PLAN 60 RISE PROPERTIES	1,342,688	1,340,097	1,340,807	1,356,907	
PLAN 61 FELDKOUTS	3,373	4,337	4,334	6,707	
PLAN 62 OLIVER TOWERS	46,836	68,019	67,860	69,415	
PLAN 63 2000 BLOCK	44,146	44,534	34,316	46,738	
PLAN 65 SOUTH STREET	23,547	23,987	21,666	31,330	
PLAN 66 FLUID CHILLERS	31,148	31,584	31,563	32,605	
PLAN 71 NEOGEN	2,653	2,050	2,051	2,994	
PLAN 74 MIDWEST SELF STORAGE	30,000	55,460	58,388	64,841	
PLAN 54 Y SITE	226,810	334,968	312,048	295,260	
PLAN 67 2200 BLOCK E MICH	55,174	71,310	71,264	73,924	
PLAN 75 CAP CITY MKT	189,442	548,840	471,642	508,069	
PLAN 76 BOJI FARNUM	133,845	157,028	156,927	222,786	
PLAN 73 3600 DUNCKEL	307,128	401,003	380,213	487,961	
PLAN 68 515 IONIA	-	-	-	5,011	
PLAN 72 RED CEDAR DEV	-	1,319,631	1,132,504	2,063,241	
PLAN 79 MI REALTORS	-	-	27,513	53,890	
PLAN 78 TEMPLE	-	-	-	11,104	
RCD BOND ISSUER FEE	58,313	35,488	35,488	73,231	
TOTAL REVENUES	4,700,104	6,883,328	6,476,592	7,597,936	10.4%

# Lansing Brownfield Redevelopment Authority

Fiscal Year July 1, 2022 - June 30, 2023

## Affiliated Agency Budget - LEDC

	FY 2021 Amended	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b><u>Expenditures</u></b>					
ADMINISTRATION EXPENSES TO EDC	180,385	224,293	224,293	230,356	
REVOLVING FUND A	534,474	633,433	633,433	328,896	
PLAN 2 MOTOR WHEEL	247,411	252,867	59,534	59,209	
PLAN 9 SCHAFER BAKERY	294	294	294	294	
PLAN 20 LORANN OILS	29,766	30,284	30,273	33,068	
PLAN 23 STADIUM PTR	140,614	-	-	-	
PLAN 30 BROWNFIELD DEV SPECIALISTS	14,267	14,508	14,296	14,872	
PLAN PLAN 37 CEDAR ST SCHOOL	17,825	22,130	19,445	20,319	
PLAN 42 NU UNION	12,278	12,689	12,681	13,664	
PLAN 8b JNL	106,336	107,854	107,919	111,551	
PLAN 53 MICH AVE INVESTORS	25,534	-	-	-	
PLAN 56 EMERGENT BIOSOLUTION	212,833	379,193	453,806	474,459	
PLAN 52 MARKETPLACE PARTNER	345,227	350,060	349,844	361,389	
PLAN 55A BALL PARK NORTH	235,811	234,931	234,781	240,639	
PLAN 58 HIGH GRADE MATERIALS	12,011	12,318	12,309	12,854	
PLAN 59 4000 N. GRAND	385	481	482	711	
PLAN 60 RISE PROPERTIES	1,342,688	1,340,097	1,340,807	1,356,907	
PLAN 61 FELDKOUTS	3,373	4,337	4,334	6,707	
PLAN 62 OLIVER TOWERS	46,836	68,019	67,860	69,415	
PLAN 63 2000 BLOCK	44,146	44,534	34,316	46,738	
PLAN 65 SOUTH STREET	23,547	23,987	21,666	31,330	
3 MILLS OF SET STATE BR	88,950	169,660	167,139	281,175	
PLAN 66 FLUID CHILLERS	31,148	31,584	31,563	32,605	
PLAN 71 NEOGEN	2,653	2,050	2,051	2,994	
PLAN 74 MIDWEST SELF STORAGE	30,000	55,460	58,388	64,841	
PLAN 49 MARSHALL ST ARMORY	603	-	7,479	8,468	
PLAN 54 Y SITE	226,810	334,968	312,048	295,260	
PLAN 67 2200 BLOCK E MICH	55,174	71,310	71,264	73,924	
PLAN 73 3600 DUNCKEL	307,128	401,003	380,213	487,961	
PLAN 76 BOJI FARNUM	133,845	157,028	156,927	222,786	
PLAN 72 RED CEDAR DEV	-	1,319,631	1,132,504	2,063,241	
PLAN 68 515 IONIA	-	-	-	5,011	
PLAN 75 CAP CITY MKT	189,442	548,840	471,642	508,069	
PLAN 79 MI REALTORS	-	-	27,513	53,890	
PLAN 78 TEMPLE	-	-	-	11,104	
RCD BOND ISSUER FEE TO EDC	58,313	35,488	35,488	73,231	
TOTAL EXPENDITURES	4,700,104	6,883,328	6,476,592	7,597,936	10.4%

## Tax Increment Financing Authority

Fiscal Year July 1, 2022 - June 30, 2023

### Affiliated Agency Budget - LEDC

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	4,116,244	6,816,460	6,816,460	7,469,675	
<b><u>Revenues</u></b>					
Property Tax Levy	3,629,591	3,160,000	3,160,000	3,850,270	21.8%
Property Tax Levy - School	18,019	5,000	5,000	5,000	0.0%
Property Tax Levy Penalty & Interest	4,672	2,000	2,000	2,000	0.0%
Interest Income	44,214	2,000	2,000	2,000	0.0%
Interest Income - Restricted	-	75,000	75,000	75,000	0.0%
Total Revenues	3,696,496	3,244,000	3,244,000	3,934,270	21.3%
<b><u>Expenditures</u></b>					
Miscellaneous Operating	192,800	150,000	150,000	195,000	30.0%
Bond Issuance Costs	89,316	-	-	-	
Debt Service - TIFA Courts	50,000	-	-	-	
Debt Service - TIFA Conv. Center	664,164	2,440,785	2,440,785	2,460,203	0.8%
Total Expenditures	996,280	2,590,785	2,590,785	2,655,203	2.5%
Fund Balance Increase/(Decrease)	2,700,216	653,215	653,215	1,279,067	
<b>Ending Fund Balance</b>	6,816,460	7,469,675	7,469,675	8,748,742	17.1%
<b><u>Restricted Fund Balance</u></b>					
Restricted for Debt Service	1,500,461	1,593,499	1,593,499	1,668,499	4.7%
Interest Income - Restricted	-	75,000	75,000	75,000	0.0%
Bond Proceeds	4,485,000	-	-	-	
Escrow Payments	(4,391,962)	-	-	-	
Ending Restricted Fund Balance	1,593,499	1,668,499	1,668,499	1,743,499	4.5%
<b>Unrestricted Fund Balance</b>	5,222,961	5,801,176	5,801,176	7,005,243	20.8%

# Michigan Avenue Corridor Improvement Authority

Fiscal Year July 1, 2022 - June 30, 2023

## Affiliated Agency Budget - LEDC

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	-	77,610	77,610	150,040	
<b><u>Revenues</u></b>					
Tax Increment Revenue	77,610	10,441	72,070	124,038	1088.0%
Interest	-	52	360	620	1092.3%
Total Revenues	77,610	10,493	72,430	124,658	1088.0%
<b><u>Expenditures</u></b>					
Corridor Development Plan	-	-	-	-	
Total Expenditures	-	-	-	-	
Fund Balance Increase/(Decrease)	77,610	10,493	72,430	124,658	
<b>Ending Fund Balance</b>	77,610	88,103	150,040	274,698	211.8%

# Saginaw Street Corridor Improvement Authority

Fiscal Year July 1, 2022 - June 30, 2023

## Affiliated Agency Budget - LEDC

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Projected Budget	FY 2023 Adopted Budget	Percent Change
<b>Beginning Fund Balance</b>	-	10,999	10,999	40,760	
<b><u>Revenues</u></b>					
Tax Increment Revenue	7,981	5,384	12,832	19,766	267.1%
Interest	18	27	64	99	266.7%
Saginaw Street Neighborhood Grant	3,000	-	-	-	
<b>Total Revenues</b>	<b>10,999</b>	<b>5,411</b>	<b>12,896</b>	<b>19,865</b>	<b>267.1%</b>
<b><u>Expenditures</u></b>					
Corridor Development Plan	-	-	-	-	
Saginaw Street Neighborhood Grant	-	3,000	3,000	-	
<b>Total Expenditures</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>-100.0%</b>
To/(From) Fund Balance	10,999	2,411	9,896	19,865	
<b>Ending Fund Balance</b>	<b>10,999</b>	<b>13,410</b>	<b>20,895</b>	<b>40,760</b>	<b>204.0%</b>

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# CAPITAL IMPROVEMENT PLAN



FY 2023 City-Wide Capital Improvement Program Requests		Funding Sources										
Project	FY 2023 Appropriation	General Fund/ CIP Fund	Parks Millage	Street Funds	Drug Forfeiture Fund	Information Technology Fund	Parking Fund	Sewer Fund	Fleet Fund	Refuse/ Recycling	Grants/ Trusts	Bonds/ Loans/ Special
<b><u>General Facilities</u></b>												
Facility Needs	300,000	300,000										
Stadium Lease - Required Capital Improvements	50,000	50,000										
	350,000	350,000	-	-	-	-	-	-	-	-	-	-
<b><u>Technology/Equipment</u></b>												
Public Education & Gov't (PEG) Capital Improvements	450,000										450,000	
Computer Replacements	235,000					235,000						
	685,000	-	-	-	-	235,000	-	-	-	-	450,000	-
<b><u>Sidewalks and Roads</u></b>												
Sidewalks	200,000			200,000								
Major Street Improvements	1,950,000			1,950,000								
Federal Surface Transportation Program (STP)	1,300,000			1,300,000								
Trunkline Improvements	205,000			205,000								
City Millage Local Street Improvements	1,845,000			1,845,000								
Eaton County Millage Street Improvements	150,000			150,000								
Local Street Improvements (non-millage)	1,800,000			1,800,000								
Bridge Rehabilitation	800,000			800,000								
	8,250,000	-	-	8,250,000	-	-	-	-	-	-	-	-
<b><u>Parks &amp; Recreation</u></b>												
Grant Match	600,000		600,000									
Parks Paving Projects	481,000		481,000									
Playground Equipment/Renovations	374,500		374,500									
Washington Park Pavilion	100,000		100,000									
Tree Planting/Replanting	75,000		75,000									
Residential Tree Program	75,000		75,000									
Foster Park Placemaking/Drive	75,000		75,000									
Cemetery Repairs	37,500		37,500									
Fulton Park Overlook	25,000		25,000									
	1,843,000	-	1,843,000	-	-	-	-	-	-	-	-	-



FY 2023 City-Wide Capital Improvement Program Requests		Funding Sources										
Project	FY 2023 Appropriation	General Fund/ CIP Fund	Parks Millage	Street Funds	Drug Forfeiture Fund	Information Technology Fund	Parking Fund	Sewer Fund	Fleet Fund	Refuse/ Recycling	Grants/ Trusts	Bonds/ Loans/ Special
<b><u>Sewer Systems</u></b>												
SCADA PLC equipment replacement	500,000							500,000				
Roof replacement.	200,000							200,000				
Screen building boiler replacement	200,000							200,000				
PEW pump #4 replacement,w/control upgrade	150,000							150,000				
Admin. building HVAC replacement	200,000							200,000				
Ferric Chloride dosage control upgrade	80,000							80,000				
Tecumseh River PS upgrade	100,000							100,000				
015S Design, CE	1,330,000							1,330,000				
016-017 Design	150,000							150,000				
034D CE	275,000							275,000				
034E Design, CE	597,000							597,000				
Inflow removal	120,000							120,000				
Penn Ave sewer work	220,000							220,000				
Waverly Rd sewer work	240,000							240,000				
Inspection & Safety equipment	75,000							75,000				
City Share of Sanitary	750,000							750,000				
Plant roads	100,000							100,000				
New final effluent samplers	30,000							30,000				
New back-up generator for Okemos PS	85,000							85,000				
West Park Sewer work	1,000,000							1,000,000				
Digester remediation	4,500,000							4,500,000				
Solids Handling	2,500,000							2,500,000				
High Efficiency Process Blower	500,000							500,000				
Aeration System improvements	500,000							500,000				
Laboratory Equipment	50,000							50,000				
	14,452,000	-	-	-	-	-	-	14,452,000	-	-	-	-
<b><u>Fleet Services</u></b>												
Vehicle & Equipment Purchases	1,225,000							625,000		600,000		
	1,225,000	-	-	-	-	-	-	625,000	-	600,000	-	-
<b>Total Capital Projects - FY 2022</b>	<b>26,805,000</b>	<b>350,000</b>	<b>1,843,000</b>	<b>8,250,000</b>	<b>-</b>	<b>235,000</b>	<b>-</b>	<b>15,077,000</b>	<b>-</b>	<b>600,000</b>	<b>450,000</b>	<b>-</b>
Less: Available Fund Balance in the Capital Projects Fund		-										
Net General Fund Cost		350,000										

Note: "CSO" stands for Combined Sewer Overflow, a sewer separation project mandated by the U.S. Environmental Protection Agency and the Michigan Department of Environmental Quality

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# FEE CHANGES

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**FY 2022/2023 Fee Changes**

	<b>From Current <u>FY 2022</u></b>	<b>To Adopted <u>FY 2023</u></b>	<b><u>Fund</u></b>
<b>Parks &amp; Recreation Department - Schmidt Community Center</b>			
Schmidt Full Gym Rental - Non-sport	-	80.00	General Fund
Schmidt Half Gym Rental - Non-sport	-	40.00	General Fund
Schmidt Room Set Up Fee per 100 people	25.00	50.00	General Fund
Concession Stand Use (Outside Org)	-	55.00	General Fund
Indoor Rummage Sale - with table	20.00	25.00	General Fund
Indoor Rummage Sale - large space (10 spots)	20.00	25.00	General Fund
Youth Swim Lesson	37.00	48.00	General Fund
Aqua Aerobics Class	40.00	60.00	General Fund
Lap/Open Swim Fee - indoor	-	3.00	General Fund
Lap/open Swim Monthly Pass - indoor	-	25.00	General Fund
Private Swim Lessons	56.00	64.00	General Fund
Lap/open Monthly swim fee - indoor family pass	-	50.00	General Fund
2 hr private pool party - up to 30 people	-	200.00	General Fund
On site bounce house rental	-	100.00	General Fund
<b>Parks &amp; Recreation Department - Cemeteries</b>			
Mt. Hope Niche Plate	-	50.00	Cemetery Fund
Mt. Hope Double Marker Cut	100.00	150.00	Cemetery Fund
Evergreen Niche Plate	-	70.00	Cemetery Fund
Evergreen Double Marker Cut	100.00	150.00	Cemetery Fund
Overtime charge Sunday & Holiday	1,000.00	1,100.00	Cemetery Fund
Overtime charge Saturday after 1:00pm	750.00	825.00	Cemetery Fund
Overtime charge Saturday before 1:00pm	600.00	660.00	Cemetery Fund
Overtime charge Weekday after 2:00pm	500.00	550.00	Cemetery Fund
Evergreen Thaw Fee Full Burial	-	150.00	Cemetery Fund
Evergreen Thaw Fee Cremation Burial	-	50.00	Cemetery Fund
Mt. Hope Thaw Fee Full Burial	-	150.00	Cemetery Fund
Mt. Hope Thaw Fee Cremation Burial	-	50.00	Cemetery Fund
North Thaw Fee Full Burial	-	150.00	Cemetery Fund
North Thaw Fee Cremation Burial	-	50.00	Cemetery Fund
<b>Parks &amp; Recreation Department - Lifetime Sports</b>			
Women's Volleyball Team Fee	179.00	195.00	General Fund
Coed Volleyball Team Fee	135.00	150.00	General Fund
Senior 70+ Softball Team Fee	225.00	240.00	General Fund
Mens 50+ Basketball Team Fee (Fall)	225.00	240.00	General Fund
Mens 50+ Basketball Team Fee (Winter)	225.00	240.00	General Fund
Men's Tennis (Res) - 3 Seasons	20.00	30.00	General Fund
Men's Tennis (NRes) - 3 Seasons	30.00	40.00	General Fund
Youth Softball Tourney	35.00	60.00	General Fund
Youth Soccer Tourney	18.00	30.00	General Fund
Adult Tourney Baseball/FP	35.00	120.00	General Fund
Youth Tennis Tourney	18.00	30.00	General Fund
Youth Practices All Sports	15.00	25.00	General Fund
Adult Practices All Sports	20.00	30.00	General Fund
Field Fitting Baseball/Softball	25.00	35.00	General Fund
Additional Spin and Drag (New Fee)	-	30.00	General Fund
Football Tourney's (Youth or Adult)	20.00	30.00	General Fund
Field Striping Football or Soccer	60.00	160.00	General Fund
<b>Public Service - Sewer Fund</b>			
Meter monthly fixed charge	12.50	13.00	Parking Fund
Industrial Pretreatment Charge	5.85	6.15	Parking Fund
Commodity Charge per CCF	7.40	7.70	Parking Fund

(continued)

## FY 2022/2023 Fee Changes

	From Current <u>FY 2022</u>	To Adopted <u>FY 2023</u>	<u>Fund</u>
<b>Public Service - Refuse and Recycling Funds</b>			
32 Gallon Cart - quarterly	52.00	54.00	Refuse Fund
65 Gallon Cart - quarterly	56.00	59.00	Refuse Fund
95 Gallon Cart - quarterly	60.00	63.00	Refuse Fund
EOW 32 Gallon Cart	26.00	27.00	Refuse Fund
Low Income 32 Gallon Cart	37.00	39.00	Refuse Fund
Low Income 65 Gallon Cart	41.00	44.00	Refuse Fund
Low Income 95 Gallon Cart	45.00	48.00	Refuse Fund
Recycle/Yard Waste Collection Fee	117.00	119.00	Recycling Fund
<b>City Clerk</b>			
Auctioneer	100.00	150.00	General Fund
Building Movers & Building Wreckers	125.00	175.00	General Fund
Canvasser/Street Peddler			
Consolidated Rate	Below	125.00	General Fund
First Applicant Per Business	75.00	N/A	General Fund
Each Applicant Thereafter	10.00	N/A	General Fund
Collection Bin License			
Consolidated Rate	Below	175.00	General Fund
First Year	125.00	N/A	General Fund
Renewal	100.00	N/A	General Fund
Health Club License	300.00	350.00	General Fund
Ice Cream Peddler			
Six Month License Per Vehicle	15.00	N/A	General Fund
Twelve Month License Per Vehicle	25.00	75.00	General Fund
Per Agent	25.00	35.00	General Fund
Massage Therapist	300.00	350.00	General Fund
Second Hand Dealer License	200.00	250.00	General Fund
Show License			
Per Day Per Location	250.00	300.00	General Fund
Not-to-Exceed Per Year Per Location	1,000.00	1,200.00	General Fund
Sign Erector License			
Consolidated Rate	New	175.00	General Fund
Initial	125.00	N/A	General Fund
Annual	100.00	N/A	General Fund
Transient Merchant	75.00	150.00	General Fund
Waste Hauler	50.00	100.00	General Fund

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# BUDGET & FEE CHANGES RESOLUTION

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**Resolution #2022-135**

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

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 28, 2022, the Mayor submitted a proposed budget for the 2022/2023 fiscal year, which spans from July 1, 2022 through June 30, 2023; and

WHEREAS, the City Council held a series of televised public hearings to review the Mayor's budget recommendations, and a community input session on May 10, 2022; and

WHEREAS, in accordance with the City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on May 9, 2022, for the fiscal year 2022/2023 budget and capital improvements program, and the proposed levy for taxation; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues by source, and amounts appropriated to defray expenditures and meet the liabilities for the City for the ensuing fiscal year; and

WHEREAS, Sec. 9901 of the American Rescue Plan Act of 2021 includes \$130.2 billion for local governments to respond to the COVID-19 public health emergency or its negative economic impacts, including the provision of government services to the extent of the reduction of revenue relative to the revenues collected in the most recent full fiscal year prior to the emergency.

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2022/2023, which must include all policies to be carried forward into the current fiscal year;

NOW, THEREFORE, BE IT RESOLVED that 19.44 mills be levied under the General Property Tax Act for the fiscal year for City Operating; and

BE IT FURTHER RESOLVED that 0.26 mills be levied under the Section 475 of Public Act 40 of the State of Michigan, as amended, and such revenue be used to pay for the cost of drain improvements including a portion of the assessment from the Montgomery Drainage District to the City for the Montgomery Drain improvements; and

BE IT FURTHER RESOLVED that the following changes to the City's fees and charges be adopted:

<b>Fee Proposed</b>	<b>From Current FY 2022</b>	<b>To Proposed FY 2023</b>
---------------------	---------------------------------	--------------------------------

**Parks & Recreation Department - Schmidt  
Community Center**



<b>Fee Proposed</b>	<b>From Current FY 2022</b>	<b>To Proposed FY 2023</b>
Schmidt Full Gym Rental - Non-sport	New	80.00
Schmidt Half Gym Rental - Non-sport	New	40.00
Schmidt Room Set Up Fee per 100 people	25.00	50.00
Concession Stand Use (Outside Org)	New	55.00
Indoor Rummage Sale - with table	20.00	25.00
Indoor Rummage Sale - large space (10 spots)	20.00	25.00
Youth Swim Lesson	37.00	48.00
Aqua Aerobics Class	40.00	60.00
Lap/Open Swim Fee - indoor	New	3.00
Lap/open Swim Monthly Pass - indoor	New	25.00
Private Swim Lessons	56.00	64.00
Lap/open Monthly swim fee - indoor family pass	New	50.00
2 hr private pool party - up to 30 people	New	200.00
On site bounce house rental	New	100.00

**Parks & Recreation Department -  
Cemeteries**

Mt. Hope Niche Plate	New	50.00
Mt. Hope Double Marker Cut	100.00	150.00
Evergreen Niche Plate	New	70.00
Evergreen Double Marker Cut	100.00	150.00
Overtime charge Sunday & Holiday	1,000.00	1,100.00
Overtime charge Saturday after 1:00pm	750.00	825.00
Overtime charge Saturday before 1:00pm	600.00	660.00
Overtime charge Weekday after 2:00pm	500.00	550.00
Evergreen Thaw Fee Full Burial	New	150.00
Evergreen Thaw Fee Cremation Burial	New	50.00
Mt. Hope Thaw Fee Full Burial	New	150.00
Mt. Hope Thaw Fee Cremation Burial	New	50.00
North Thaw Fee Full Burial	New	150.00
North Thaw Fee Cremation Burial	New	50.00

**Parks & Recreation Department - Lifetime  
Sports**

Women's Volleyball Team Fee	179.00	195.00
Coed Volleyball Team Fee	135.00	150.00
Senior 70+ Softball Team Fee	225.00	240.00
Mens 50+ Basketball Team Fee (Fall)	225.00	240.00
Mens 50+ Basketball Team Fee (Winter)	225.00	240.00
Men's Tennis (Res) - 3 Seasons	20.00	30.00
Men's Tennis (NRes) - 3 Seasons	30.00	40.00
Youth Softball Tourney	35.00	60.00
Youth Soccer Tourney	18.00	30.00
Adult Tourney Baseball/FP	35.00	120.00
Youth Tennis Tourney	18.00	30.00
Youth Practices All Sports	15.00	25.00
Adult Practices All Sports	20.00	30.00
Field Fitting Baseball/Softball	25.00	35.00
Additional Spin and Drag (New Fee)	New	30.00

	From Current FY 2022	To Proposed FY 2023
<b>Fee Proposed</b>		
Football Tourney's (Youth or Adult)	20.00	30.00
Field Striping Football or Soccer	60.00	160.00
<b>Public Service - Sewer Fund</b>		
Meter monthly fixed charge	12.50	13.00
Industrial Pretreatment Charge	5.85	6.15
Commodity Charge per CCF	7.40	7.70
<b>Public Service - Refuse and Recycling Funds</b>		
32 Gallon Cart - quarterly	52.00	54.00
65 Gallon Cart - quarterly	56.00	59.00
95 Gallon Cart - quarterly	60.00	63.00
EOW 32 Gallon Cart	26.00	27.00
Low Income 32 Gallon Cart	37.00	39.00
Low Income 65 Gallon Cart	41.00	44.00
Low Income 95 Gallon Cart	45.00	48.00
Recycle/Yard Waste Collection Fee	117.00	119.00
<b>City Clerk</b>		
Auctioneer	100.00	150.00
Building Movers & Building Wreckers	125.00	175.00
Canvasser/Street Peddler		
Consolidated Rate	Below	125.00
First Applicant Per Business	75.00	N/A
Each Applicant Thereafter	10.00	N/A
Collection Bin License		
Consolidated Rate	Below	175.00
First Year	125.00	N/A
Renewal	100.00	N/A
Health Club License	300.00	350.00
Ice Cream Peddler		
Six Month License Per Vehicle	15.00	N/A
Twelve Month License Per Vehicle	25.00	75.00
Per Agent	25.00	35.00
Massage Therapist	300.00	350.00
Second Hand Dealer License	200.00	250.00
Show License		
Per Day Per Location	250.00	300.00
Not-to-Exceed Per Year Per Location	1,000.00	1,200.00
Sign Erector License		
Consolidated Rate	New	175.00
Initial	125.00	N/A
Annual	100.00	N/A
Transient Merchant	75.00	150.00
Waste Hauler	50.00	100.00

BE IT FINALLY RESOLVED that the following appropriations and revenue projections are adopted as

	FY 2023 Proposed	Council Changes	FY 2023 Adopted
<b>Estimated Revenues</b>			
Property Taxes	48,245,000		48,245,000

	From Current FY 2022		To Proposed FY 2023
<b>Fee Proposed</b>			
Income Taxes	37,510,000		37,510,000
Return on Equity	25,300,000		25,300,000
State Revenues	20,969,500	550,000	21,519,500
Charges for Services	8,994,000		8,994,000
Fines & Forfeitures	1,692,200		1,692,200
Licenses & Permits	1,769,300		1,769,300
Other Revenue	340,000		340,000
Interest & Rent	330,000		330,000
Use of (Contribution to) Fund Balance	-	-	-
<b>Total Revenue</b>	<b>145,150,000</b>	<b>550,000</b>	<b>145,700,000</b>

### Appropriations

City Council			
Personnel	474,673		474,673
Operating	289,540	(37,562)	251,978
<b>Total</b>	<b>764,213</b>	<b>(37,562)</b>	<b>726,651</b>

Internal Audit			
Personnel	195,589		195,589
Operating	12,296		12,296
<b>Total</b>	<b>207,885</b>	<b>-</b>	<b>207,885</b>

Courts			
Personnel	4,829,179		4,829,179
Operating	1,492,152		1,492,152
<b>Total</b>	<b>6,321,331</b>	<b>-</b>	<b>6,321,331</b>

Mayor's Office			
Personnel	1,523,058		1,523,058
Operating	246,874		246,874
<b>Total</b>	<b>1,769,932</b>	<b>-</b>	<b>1,769,932</b>

Office of Community Media			
Personnel	533,107		533,107
Operating	73,006		73,006
<b>Total</b>	<b>606,113</b>	<b>-</b>	<b>606,113</b>

City Clerk's Office			
Personnel	1,103,136		1,103,136
Operating	439,055		439,055
<b>Total</b>	<b>1,542,191</b>	<b>-</b>	<b>1,542,191</b>

Neighborhood and Citizen Engagement			
Personnel	790,097		790,097
Operating	416,199	120,000	536,199
<b>Total</b>	<b>1,206,296</b>	<b>120,000</b>	<b>1,326,296</b>

Economic Development and Planning			
Personnel	3,364,071		3,364,071
Operating	3,233,228	175,000	3,408,228
<b>Total</b>	<b>6,597,299</b>	<b>175,000</b>	<b>6,772,299</b>

Assessing			
Personnel	1,690,117		1,690,117

<b>Fee Proposed</b>	From Current		To Proposed
	FY 2022		FY 2023
Operating	280,602		280,602
Total	1,970,719	-	1,970,719
Finance Operating			
Personnel	1,488,729	60,000	1,548,729
Operating	513,904	37,562	551,466
Total	2,002,633	97,562	2,100,195
Treasury/Income Tax			
Personnel	1,832,523		1,832,523
Operating	565,805		565,805
Total	2,398,328	-	2,398,328
Human Resources			
Personnel	1,609,829		1,609,829
Operating	1,114,233		1,114,233
Total	2,724,062	-	2,724,062
City Attorney			
Personnel	2,211,152		2,211,152
Operating	308,958		308,958
Total	2,520,110	-	2,520,110
Police			
Personnel	43,330,653		43,330,653
Operating	8,250,201		8,250,201
Total	51,580,854	-	51,580,854
Fire			
Personnel	34,484,467		34,484,467
Operating	5,788,205		5,788,205
Total	40,272,672	-	40,272,672
Public Service			
Personnel	2,995,961		2,995,961
Operating	9,575,390		9,575,390
Total	12,571,351	-	12,571,351
Human Relations and Community Service			
Personnel	1,669,373		1,669,373
Operating	173,445		173,445
Total	1,842,818	-	1,842,818
Parks and Recreation			
Personnel	5,759,154		5,759,154
Operating	3,621,058		3,621,058
Total	9,380,212	-	9,380,212
Human Services and Racial Equity			
Operating	1,960,000		1,960,000
Total	1,960,000	-	1,960,000
City Supported Agencies			
Operating	80,000	407,500	487,500

<b>Fee Proposed</b>	From Current FY 2022		To Proposed FY 2023
<b>Total</b>	<b>80,000</b>	<b>407,500</b>	<b>487,500</b>
Non-Departmental			
Vacancy Factor	(700,000)		(700,000)
Library Lease	136,150		136,150
Debt Service	987,100		987,100
Net Transfers	5,907,731		5,907,731
<b>Total</b>	<b>6,330,981</b>	<b>-</b>	<b>6,330,981</b>
Federal Reimbursement	(9,500,000)	(212,500)	(9,712,500)
<b>Total Appropriations</b>	<b>145,150,000</b>	<b>550,000</b>	<b>145,700,000</b>

## II. Special Revenue Funds

### Major Streets Fund

#### Estimated Revenues

Gas and Weight Tax Receipts	11,277,425		11,277,425
Utility Permit Fees (Metro Act)	520,000		520,000
Reimbursements	525,000		525,000
Miscellaneous Revenue	38,500		38,500
Use of/(Contribution to) Fund Balance	2,300,000	500,000	2,800,000
<b>Total Revenue</b>	<b>14,660,925</b>	<b>500,000</b>	<b>15,160,925</b>

#### Appropriations

Personnel	3,111,715		3,111,715
Operating	3,915,683		3,915,683
Capital	4,300,000		4,300,000
Debt Service	472,525		472,525
Transfers	2,861,002	500,000	3,361,002
<b>Total Appropriations</b>	<b>14,660,925</b>	<b>500,000</b>	<b>15,160,925</b>

### Local Streets Fund

#### Estimated Revenues

Gas and Weight Tax Receipts	3,759,160		3,759,160
Miscellaneous Revenue	150,000		150,000
Transfers from Other Funds	5,169,002	500,000	5,669,002
Use of/(Contribution to) Fund Balance	1,200,000	-	1,200,000
<b>Total Revenue</b>	<b>10,278,162</b>	<b>500,000</b>	<b>10,778,162</b>

#### Appropriations

Personnel	3,239,939		3,239,939
Operating	3,099,215		3,099,215
Capital	3,320,000	500,000	3,820,000
Debt Service	619,008		619,008
<b>Total Appropriations</b>	<b>10,278,162</b>	<b>500,000</b>	<b>10,778,162</b>

### Stadium Fund

#### Estimated Revenues

Stadium Naming Rights	125,001		125,001
Reimbursements	137,000		137,000
Transfers from Other Funds	486,731		486,731

	From Current FY 2022		To Proposed FY 2023
<b>Fee Proposed</b>			
Total Revenue	748,732	-	748,732

<b>Appropriations</b>			
Operating	748,732		748,732
Total Appropriations	748,732	-	748,732

#### Building Departments Fund

<b>Estimated Revenues</b>			
Licenses & Permits	3,051,100		3,051,100
Charges for Services	1,000		1,000
Use of/(Contribution to) Fund Balance	(185,000)	-	(185,000)
Total Revenue	2,867,100	-	2,867,100

<b>Appropriations</b>			
Personnel	2,197,384		2,197,384
Operating	669,716		669,716
Total Appropriations	2,867,100	-	2,867,100

#### Community Block Development Grant (CDBG) Fund

<b>Estimated Revenues</b>			
Federal Grants	2,202,537		2,202,537
General Fund Transfer	162,935		162,935
Total Revenue	2,365,472	-	2,365,472

<b>Appropriations</b>			
Personnel	1,146,062		1,146,062
Operating	1,219,410		1,219,410
Total Appropriations	2,365,472	-	2,365,472

#### HOME Grant Fund

<b>Estimated Revenues</b>			
Federal Grants	891,361		891,361
Total Revenue	891,361	-	891,361

<b>Appropriations</b>			
Personnel	99,457		99,457
Operating	791,904		791,904
Total Appropriations	891,361	-	891,361

#### Emergency Shelter Grant (ESG) Fund

<b>Estimated Revenues</b>			
Federal Grants	174,439		174,439
Total Revenue	174,439	-	174,439

<b>Appropriations</b>			
Operating	174,439		174,439
Total Appropriations	174,439	-	174,439

#### State/Local Drug Law Enforcement Fund

<b>Fee Proposed</b>	<b>From Current FY 2022</b>	<b>To Proposed FY 2023</b>
<b>Estimated Revenues</b>		
Interest Income	7,500	7,500
Use of/(Contribution to) Fund Balance	214,500	214,500
Total Revenue	222,000	- 222,000
<b>Appropriations</b>		
Operating	168,000	168,000
Capital	54,000	54,000
Total Appropriations	222,000	- 222,000

#### **Tri-County Metro Drug Law Enforcement Fund**

<b>Estimated Revenues</b>		
Drug Forfeitures	268,000	268,000
Contributions from Local Units	425,000	425,000
Interest Income	8,000	8,000
Total Revenue	701,000	- 701,000
<b>Appropriations</b>		
Personnel	85,000	85,000
Operating	616,000	616,000
Total Appropriations	701,000	- 701,000

#### **Downtown Lansing, Inc.**

<b>Estimated Revenues</b>		
Special Assessments	475,000	475,000
Grants	20,000	20,000
Miscellaneous	137,000	137,000
Transfer from General Fund	85,000	85,000
Total Revenue	717,000	- 717,000
<b>Appropriations</b>		
Operating	209,889	209,889
Capital	507,111	507,111
Total Appropriations	717,000	- 717,000

### **III. Enterprise Funds**

#### **Cemeteries Fund**

<b>Estimated Revenues</b>		
Cemetery Service Revenue	284,000	284,000
Sale of Lots	183,650	183,650
Transfer from Parks Millage	450,000	450,000
Transfer from Perpetual Care	5,000	5,000
Total Revenue	922,650	- 922,650
<b>Appropriations</b>		
Personnel	527,733	527,733
Operating	366,917	366,917
Transfers	28,000	28,000
Total Appropriations	922,650	- 922,650

<b>Fee Proposed</b>	<b>From Current FY 2022</b>	<b>To Proposed FY 2023</b>
<b>Golf Fund</b>		

**Estimated Revenues**

Transfers In - Parks Millage	100,000		100,000
Total Revenue	100,000	-	100,000

**Appropriations**

Operating	100,000		100,000
Total Appropriations	100,000	-	100,000

**Parking Fund**

**Estimated Revenues**

Parking Revenue	3,510,000		3,510,000
Baseball Revenue	35,000		35,000
Parking Fines	425,000		425,000
Other Revenue	10,000		10,000
Use of/(Contribution to) Fund Balance	1,000,000		1,000,000
Total Revenue	4,980,000	-	4,980,000

**Appropriations**

Personnel	2,192,970		2,192,970
Operating	1,986,680		1,986,680
Capital	87,500		87,500
Debt Service	712,850		712,850
Total Appropriations	4,980,000	-	4,980,000

**Wastewater Fund**

**Estimated Revenues**

Sewer Charges	38,345,000		38,345,000
Interest Income	170,000		170,000
Low Income Credit	(1,000)		(1,000)
Micellaneous Income	10,000		10,000
Use of/(Contribution to) Fund Balance	5,500,000	500,000	6,000,000
Total Revenue	44,024,000	500,000	44,524,000

**Appropriations**

Personnel	7,466,899		7,466,899
Operating	8,275,975	500,000	8,775,975
Capital	15,077,000		15,077,000
Debt Service	12,904,126		12,904,126
Return on Equity	300,000		300,000
Total Appropriations	44,024,000	500,000	44,524,000

**Refuse Fund**

**Estimated Revenues**

Operating Income	2,735,000		2,735,000
Interest Income	2,500		2,500
Total Revenue	2,737,500	-	2,737,500

**Appropriations**

Personnel	1,141,895		1,141,895
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	From Current FY 2022		To Proposed FY 2023
<b>Fee Proposed</b>			
Operating	1,195,605		1,195,605
Capital	400,000		400,000
Total Appropriations	2,737,500	-	2,737,500

#### **Recycling Fund**

<b>Estimated Revenues</b>			
Operating Income	4,550,692		4,550,692
Use of/(Contribution to) Fund Balance	500,000		500,000
Total Revenue	5,050,692	-	5,050,692

<b>Appropriations</b>			
Personnel	2,369,818		2,369,818
Operating	2,480,874		2,480,874
Capital	200,000		200,000
Total Appropriations	5,050,692	-	5,050,692

### **III. Capital Project Funds**

#### **Capital Improvement Fund**

<b>Estimated Revenues</b>			
Transfer from General Fund	350,000		350,000
Loan Revenue	180,000		180,000
PEG (Cable Capital) Revenues	450,000		450,000
Total Revenue	980,000	-	980,000

<b>Appropriations</b>			
Capital	350,000		350,000
PEG Capital/Debt Service	350,000		350,000
Debt Service	180,000		180,000
Transfer to General Fund	100,000		100,000
Total Appropriations	980,000	-	980,000

#### **Parks Millage Fund**

<b>Estimated Revenues</b>			
Parks Transfer	2,393,000		2,393,000
Total Revenue	2,393,000	-	2,393,000

<b>Appropriations</b>			
Transfers to Golf/Cemetery Funds	550,000		550,000
Capital	1,843,000		1,843,000
Total Appropriations	2,393,000	-	2,393,000

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2022/2023 fiscal

#### **FY 2022/2023 Budget Policies**

**Fee Proposed**

From Current  
FY 2022

To Proposed  
FY 2023

In accordance with the State Uniform Budget and Accounting Act (Public Act 2 of 1968), the City of Lansing's annual appropriations, as set forth in the annual budget resolution, shall be made in accordance with Generally Accepted Accounting Principles (GAAP) and shall apply to all funds except internal service funds, debt service funds, permanent funds, and trust and agency funds.

The City's fiscal year is July 1 through June 30. In accordance with the City Charter, on or before the fourth Monday in March, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. No later than the third Monday in May, the Council adopts the budget and sets the property tax rates for the ensuing fiscal year.

Appropriations are set forth in the annual budget resolution. Authority to transfer between appropriations is dictated by City Charter; however, additional administrative budget transfer authority is granted for the following instances. The Administration is requested to submit to Council quarterly reports of such transfers.

Wastewater Funds – the transfer residual State Revolving Fund (SRF) loan and/or bond proceeds between projects and project segments.

Flood Control – the transfer of funds for flood control and/or storm sewer purposes to address flooding or unanticipated storm sewer maintenance needs.

Major and Local Street (Act 51) Funding – Transfer authority is not limited by departmental allocation, and administrative authority is included for appropriation of MDOT special authorization funding.

Parking System – the transfer of capital project accounts from operating accounts is permitted to meet bid or unforeseen capital needs.

Debt Service Funds – the transfer of residual balances between general obligation bond debt service accounts.

Vacancy Factor/funded and unfilled Positions – The budget includes an attrition vacancy allowance in each department's budget. The Administration is requested to provide Council on a quarterly basis, thereafter, a list of vacant positions by department. The Administration is also requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact on programs and/or services which are included within this allowance. The personnel wages and fringes associated with all positions identified above, and any such position vacated, thereafter, shall be placed in a budget control account, and will require City Council approval for expenditure.

#### **Fee Proposed**

From Current  
FY 2022

To Proposed  
FY 2023

Any residual funds in the salary line item, that would create a new position after Council has approved this budget, Council requests being notified of changes in positions within sixty (60) days of action. This budget is being approved based on the number of employees provided by the Administration at the time of adoption.

In addition, administrative authority is granted for the transfer of wage and fringe benefit reserves to departmental budgets upon settlement of a collective bargaining agreement.

#### Carryforwards

Authority is granted to reappropriate available capital project balances as of June 30, 2022 into the FY 2022/2023 budget. All non-capital balances require City Council approval to carryforward, except for encumbered (purchase order) obligations less than \$5,000 and not more than 8 months old.

#### Human Services and Community Supported Agencies Funding

The plan for funding Agencies submitted to Council designate particular Agencies. If any agency does not apply for or use their funding, all funds will remain in their respective account(s) for additional appropriation and approval by Council for Human Services and Community Supported Agencies use pursuant to the Charter transfer authority. The Administration/Human Relations Community Services Department is requested to submit to Council a quarterly report on the status of the Human Services and Community Supported Agencies' funding. This report should include the accounting level detail appropriation; amount spent, balance, and a notation as to whether the balance of funds is expected to be spent by the end of the Fiscal Year; if not, why.

#### General Fund Reserve Policy

The City's General Fund reserves consist of the General Fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05.

The targeted unrestricted balance for the combination of the General Fund balance and the Budget Stabilization Fund is a minimum of 12% of General Fund expenditures and a maximum of 15% of General Fund expenditures. Except when projected revenues (excluding transfers) are projected to decrease more than 0% in a given year, if events necessitate that the combined balances drop below 12% of General Fund expenditures, annual appropriations of a minimum of \$500,000 will be made until the 12% target is reached. In the event that combined reserves are projected to exceed 15% of General Fund expenditures, the excess amount will be used to supplement pension and/or retiree healthcare prefunding.

**Fee Proposed**

From Current  
FY 2022

To Proposed  
FY 2023

**Debt Management**

Appropriations are made to adequately fund annual debt service obligations. Adherence will be made to required debt service reserves, where applicable, as well as to the provision of annual disclosures as required by outstanding bond obligations.

**Investment Policy**

Management of cash investments is governed by the City's investment policy and in accordance to State statute, with the objective being the maximization of return on the City's governmental funds through pooling of funds where appropriate and permitted, monitoring of interest rates and fee structures. Investments of the Employee Retirement System, the Police and Fire Retirement System, and the VEBA, are governed those respective boards and dictated by their respective investment policies.

**Strategic Planning and Budget Development**

In working toward the goal of the incorporation of strategic planning into the budget process, this next year, Administration is encouraged to work towards developing a multi-year budgeting process. This process should align the City's master plan, strategic goals, and performance metrics to short-term and long-term budget priority-setting by Council in accordance with Financial Health Team recommendations.

**Civil Actions, Claims, and Damages**

Whenever a claim is made or any civil action is commenced against the Mayor, a City Council member, a non-bargaining unit employee, a Lansing retirement board trustee, or a member of a City advisory board established by the City Charter or ordinance (collectively in this provision “the Employee or Officer”) for damages caused by an act or acts of the Employee or Officer within the scope of his or her authority and while in the course of his or her employment with the City or while performing his or her duties on behalf of the retirement board or advisory board, the City will pay for, engage, or furnish the services of an attorney to advise the Employee or Officer as to the claim and to appear for and represent the Employees or Officers in the action. If the City Attorney does not provide the attorney services, the attorney selection shall be made by the City Attorney in the manner the City Charter requires. The City may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the Employee or Officer covered under this provision is awarded against the Employee or Officer as the result of a civil action, the City will, to the extent not covered by insurance, indemnify the Employee or Officer or will pay, settle, or compromise the judgment. The City’s obligations under this provision, however, is contingent upon the Employee or Officer giving prompt notice of the commencement of the action and upon the Employee or Officer cooperating in the preparation, defense, and settlement of the action. The terms “scope of authority” “course of employment” and “performing duties” under this provision do not include any act or acts of Employee or Officer of (i) fraud, (ii) dishonesty, (iii) willful, intentional, or deliberate violation of the law or breach of fiduciary duty, (iv) criminal act, or (v) traffic violation; nor does this provision abrogate or diminish governmental immunity of the City or the Employee or Officer. This provision does not apply to the Lansing Housing Commission nor the Board of Water and Light employees or board/commissioner members.

### Grants

In order to receive timely Council consideration of the approval of any grant award, every application for any grant requiring legislative approval shall be submitted to Council, and, upon notification of the award of such a grant, the acceptance shall be submitted to Council. Once accepted administrative authority is granted to create necessary accounts and transfers in accordance with the requirements of the grantor. Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

### Transparency and Accountability in Government

Council will review, and when necessary, pass policies, procedures and ordinances to achieve improved transparency and accountability with respect to economic incentives, outsourcing of service and contracting within City government.

Annual reporting of the metrics for the 311 Call Center; number of calls, number of calls referred to departments; number of calls not referred but assisted by the 311 Call Center.

### Non-Motorized Vehicle Safety

**Fee Proposed**

From Current  
FY 2022

To Proposed  
FY 2023

Public Service is encouraged to develop a strategy and program to protect bike lanes at busy intersections to increase rider safety and educate motorists on proper interaction with bike lanes at intersections. If possible, the barriers should be removable to facilitate street sweeping and snow plowing.

Environmental Stewardship

The City of Lansing is concerned about its environment and strives to be a good steward of such. The City recognizes the importance of sustainability and supports the Paris Agreement. The City recognizes to reduce the City's net emissions output, increase its energy efficiency and improve its wastewater treatment and waste management programs.

Lansing Home Ownership Program for Employees (L-Hope)

L-Hope shall cover these groups, all full time and part time year round employees, whose bargaining units have agreed to participate in the program, and the following non-bargaining employee groups: Executive Management Group, Non-Bargaining Group, Mayoral Staff, District Court employees, and the City Council Staff employees, and shall continue as funded.

Budget Policy Language

Expungement Clinic – With the goal of improving social equity, combating income inequality, and improving job and business license access City Council proposes funding a quarterly Expungement Clinic through the Office of the City Attorney for the purpose of assisting Lansing residents if they qualify for expungement and assist in completing necessary application paperwork. Reporting by the OCA on a quarterly basis of the number of residents that were assisted.



Chris Swope, CMMC/MMC  
Lansing City Clerk

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