

CITY OF LANSING  
FISCAL YEAR 2017 - 2018  
EXECUTIVE BUDGET  
RECOMMENDATION



Virg Bernero, Mayor

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**LANSING CITY GOVERNMENT**  
Fiscal Year July 1, 2017 - June 30, 2018

**MAYOR**

Virg Bernero

**CITY COUNCIL**

Patricia Spitzley, Council President, At Large  
Carol Wood, Council Vice President, At Large  
Judi Brown Clarke, At Large  
Kathy Dunbar, At Large  
Jody Washington, 1st Ward  
Tina Houghton, 2nd Ward  
Adam Hussain, 3rd Ward  
Jessica Yorko, 4th Ward

**CLERK**

Chris Swope

**DISTRICT COURT JUDGES**

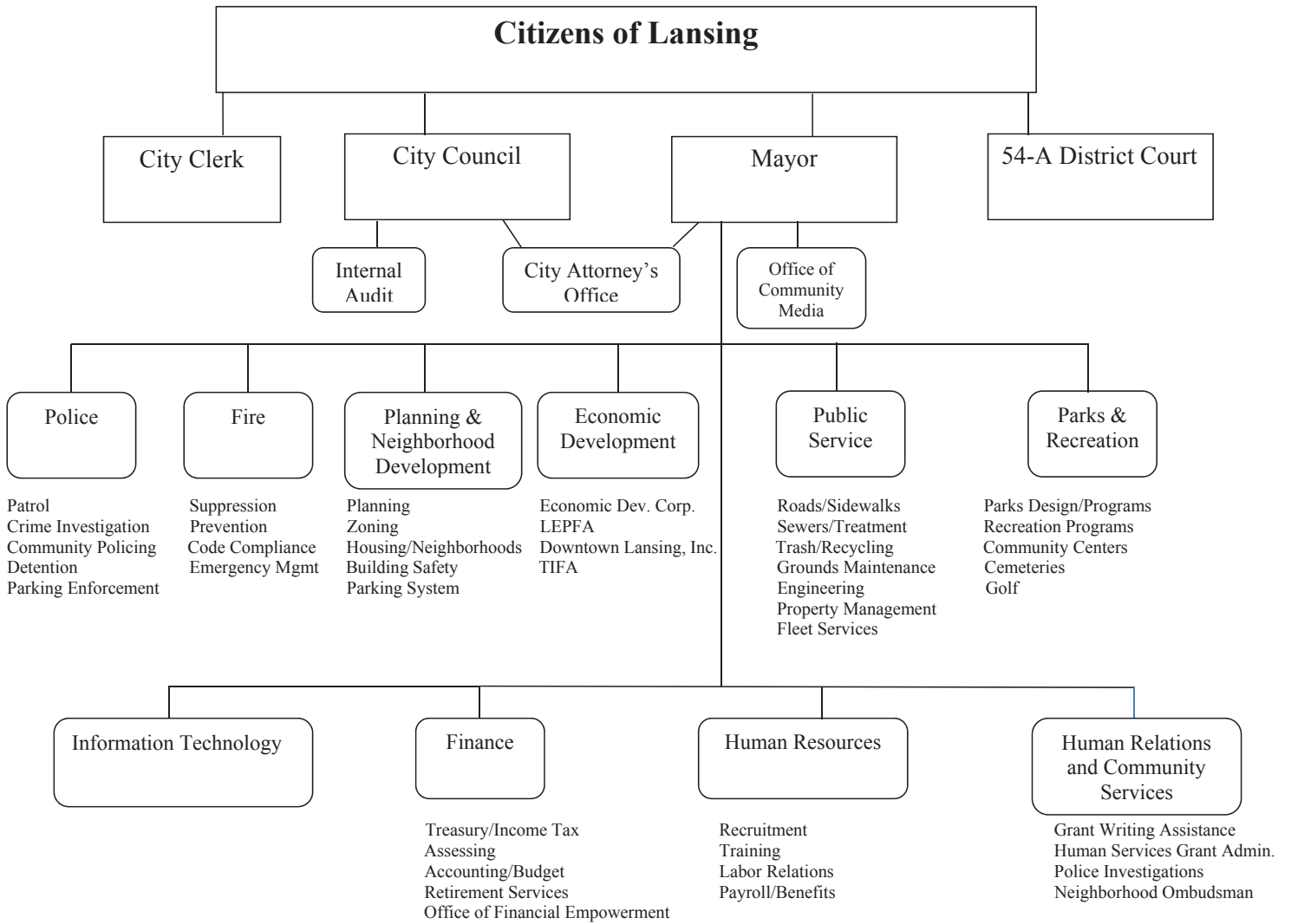
Louise Alderson, Chief Judge  
Frank J. DeLuca  
Patrick F. Cherry  
Hugh B. Clarke, Jr.

**OFFICERS**

Executive Assistant/Chief of Staff.....Randy Hannan  
Chief Operating Officer/Public Service Director.....Chad A. Gamble  
City Attorney.....James Smiertka  
Finance Director.....Angela Bennett  
City Treasurer.....Tammy Good  
Police Chief.....Michael Yankowski  
Fire Chief.....Randy Talifarro  
Planning & Neighborhood Development Director.....Bob Johnson  
Parks & Recreation Director.....Brett Kaschinske  
Court Administrator.....Anethia Brewer  
Human Relations & Community Service Director.....Joan Jackson Johnson  
Human Resources Director.....Mary Riley  
Internal Auditor.....Eric Brewer

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# Citizens of Lansing



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**OFFICE OF MAYOR VIRG BERNERO**  
124 W. MICHIGAN AVENUE – NINTH FLOOR  
LANSING, MI 48933

March 27, 2017

President Patricia Spitzley and Councilmembers  
Lansing City Council  
124 W. Michigan Ave.  
Lansing, MI 48933

Dear President Spitzley and City Council colleagues:

I am pleased to submit for your consideration my Executive Budget Recommendation for Fiscal Year 2017-2018 (FY 2018).

My proposed spending plan for FY 2018 is made up of a \$128.5 million general fund budget, an increase of 4.0% from the FY 2017 adopted budget, and an all-funds citywide budget of \$207.6 million, a 4.0% increase from the FY 2017 adopted budget.

As a result of the hard work and tough decisions made over the past twelve years of my administration to address the challenges brought on by state cuts and restraints on municipal funding, compounded by the onset of the Great Recession, I am pleased to present, for the fourth straight year in a row, a budget in which projected revenues for FY 2018 are projected to exceed the projected cost of current city operations.

While we ended the Great Recession with near-term fiscal stability for operations of the city, state municipal funding constraints continue to hamper our ability to address our vast infrastructure needs.

Property tax revenues, the city's largest General Fund revenue source, declined by 24% from FY 2010 to FY 2014. While property values have been increasing the past couple years, property tax growth is limited to the rate of inflation. Thanks to the of the passage and recent renewal of our police, fire, and roads millage, property tax revenues are now just reaching the level of property taxes experienced *without* those four additional mills, eight years ago.

For that reason, coupled with our vast infrastructure needs and long-term legacy cost challenges, we must continue to remain prudent and vigilant with our structural costs. At the same time, we need to continue to make strategic investments to help grow our economy, provide essential city services and strengthen the quality of life in Lansing.

For this reason, my FY 2018 proposed spending plan includes some increases for strategic investments, important for city operations and our community:

- The proposed budget demonstrates our commitment to public safety, with police and fire department operations comprising 60% of the General Fund budget. FY 2018 initiatives include increased funding for important public safety training and recruitment efforts and further expansion of our community engagement efforts.
- My spending plan also continues funding of the Block-by-Block (B3) neighborhood initiative, which has achieved keen success in just its first year.
- New this year is \$100,000 in funding for the MY Lansing initiative, our participation in President Obama's My Brother's Keeper (MBK) program. While the City has lead the charge as the program's fiscal agent, this new funding will leverage matching funds for additional investment in implementing strategies across the MBK milestones for youth development and crime prevention. This new funding is included within city-supported agencies within the non-departmental section of the General Fund budget.
- The city's award-winning Financial Empowerment Center began with a grant four years ago from the Bloomberg Foundation. In that time, the Center has provided over 10,000 free financial counseling sessions, eliminating \$6.6 million in debt for over 3,500 Lansing residents. While the Center continues to pursue and receive grant funding, grant funding dollars have decreased; however, its continuation is so vital to our city that it is worth every dollar, and more, for continued city budgetary support.
- The fiscal FY 2018 budget also includes funding for our recently-announced partnership with the YMCA and Lansing School District for enhanced aquatic programs in the city's indoor and outdoor pools, in which the YMCA's certified swim instructors will teach water safety, swim classes, and aquatic exercise programs for both youth and adults.
- Included in the budget recommendation is continued support for Groesbeck golf course, asset to the entire region. In recognition of enhanced opportunities for event opportunities, funding includes the construction of a new patio and permanent canopy, as well as the transfer of operations for Groesbeck from the Parks Department to the Lansing Entertainment and Public Facilities Authority (LEPFA) with the start of the 2018 golf season. This move of operations will align golf course operations with LEPFA's mission of visitor attraction, marketing, and facility programming and will enhance synergies between tourists and conference attendees at the Lansing Center to recreation opportunities at Groesbeck golf course.
- Technology is not only important, but vital to City operations and citizen engagement. The FY 2018 spending plan continues and builds on our technology successes. Vital to system integrity and protection of our data, the FY 2018 budget includes increases in funding for ongoing security, which is ever-evolving and of which we must be vigilant in order to protect against identity theft and cyber-terrorism.
- Technology is also increasingly vital for collection, analysis, and dissemination of information. For that reason, this budget also includes additional positions for data analytics and social media outreach.



- Despite the recent lack of support demonstrated in the federal executive budget recommendations, the FY 2018 budget includes anticipated, albeit, reduced Community Development Block Grant funding, which has proven so instrumental to our neighborhoods over the years.
- My FY 2018 budget plan also includes \$1 million to update our aging vehicle fleet and the restoration of two, full-time mechanic positions in the city garage to increase our capacity to maintain the fleet.
- Work must continue for addressing our long-term pension and retiree healthcare obligations, for the long-term sustainability of retiree benefits and services to our residents. Next month, long-awaited recommendations for the legacy cost study in which we embarked last year in conjunction with my Financial Health Team (FHT) and the Michigan Department of Treasury, will be received. To that end, the budget includes funding for additional work needed to study and implementation of recommendations.
- Finally, because of the inadequacy of state infrastructure funding, I recommend that a ballot measure be taken to the voters this fall to provide a 1.0 dedicated millage, outside of the city's operating levy, for additional sidewalk and road funding. Engineering estimates indicate it will cost more than \$25 million to restore our neighborhood sidewalks and \$211 million to restore city streets just to average condition. While this additional funding, if supported by residents, will not be adequate it, but will make a significant impact for the walkability within the city.

In accordance with the recommendations of the FHT and the city's budget reserve policy, my FY 2018 spending plan again allocates \$500,000 to General Fund reserves. Combined with additions to reserves this current fiscal year, the city's unrestricted General Fund reserves are projected to be just under 12% of General Fund expenditures.

This represents tremendous progress and near-attainment in rebuilding our reserves from their FY11 low point of \$4.9 million (4.5% of General Fund expenditures) and attaining our reserves target of 12-15%.

As we begin our next budget year with another modest surplus, the spending plan I propose for FY 2018 remains balanced, cautious and financially prudent. Although we have achieved near-term fiscal stability, we must remain sharply focused on finding solutions to our long-term unfunded liabilities and continuing to make smart, strategic investments that move Lansing forward.

I look forward to working with you as we begin this year's budget process.

Sincerely,

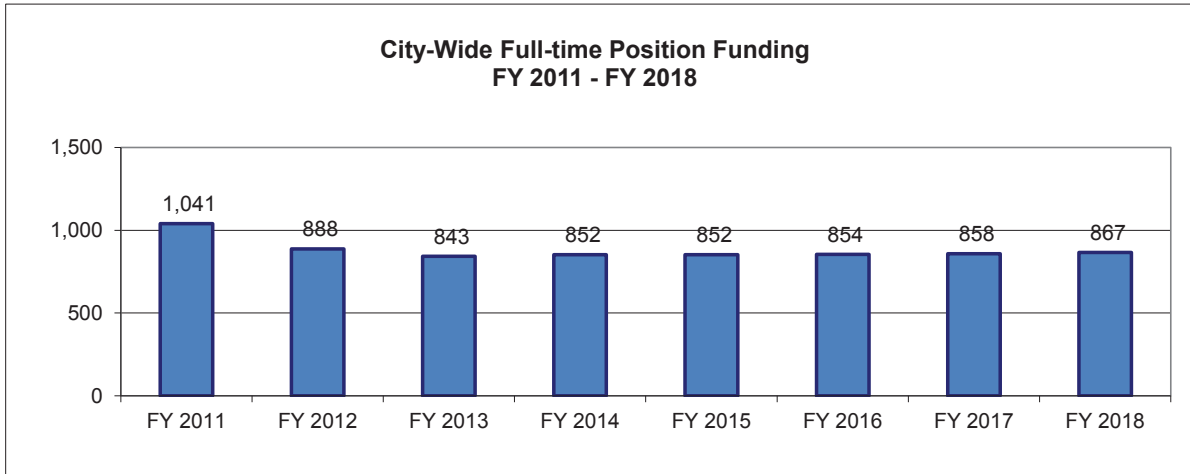


**Virg Bernero**

Mayor

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



	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
City Council	11	10	10	10	10	10	10	10
Internal Audit	2	1	1	1	1	1	1	1
Mayor Staff	5	5	5	5	5	6	6	6
Office of Community Media	2	2	2	2	2	2	2	2
Clerk Staff	6	5	5	5	5	5	5	5
Court/Probation Staff	48	48	43	43	46	45	45	45
Planning & Neighborhood Development	64	63	62	45	43	43	42	42 <sup>(1)</sup>
Finance	86	79	30	30	29	29	30	30 <sup>(2)</sup>
Information Technology	14	10	10	11	11	11	11	16
Human Resources	11	9	9	10	10	12	12	12
City Attorney	11	10	10	10	11	11	11	11
Police	328	260	229	234	239	239	240	241 <sup>(1),(3)</sup>
Fire	225	179	180	202	195	195	195	195 <sup>(1),(4)</sup>
Public Service	201	183	226	222	222	222	224	226 <sup>(1),(2)</sup>
Human Relations & Community Services	5	5	5	6	7	7	8	9
Parks & Recreation	22	19	16	16	16	16	16	16
	<u>1,041</u>	<u>888</u>	<u>843</u>	<u>852</u>	<u>852</u>	<u>854</u>	<u>858</u>	<u>867</u>

<sup>(1)</sup> Fourteen (14) positions were transferred from PND to Fire; four (4) to Police, and one (1) to Public Service for FY 2014.

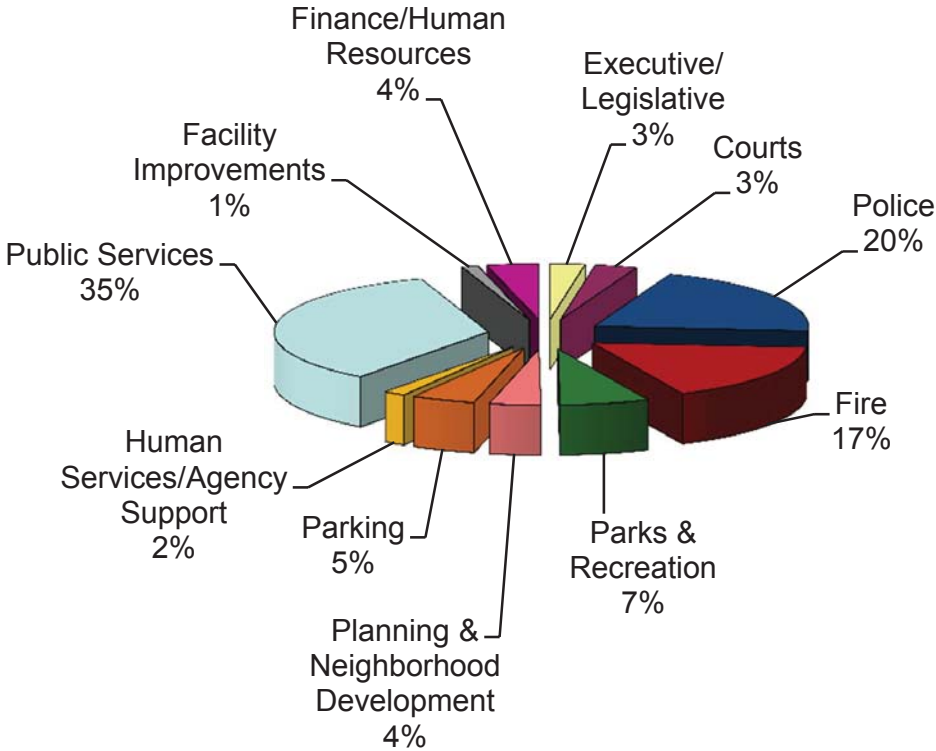
<sup>(2)</sup> Forty-five (45) positions were transferred from Finance to Public Service for Property Management and Fleet Maintenance operations in FY 2013.

<sup>(3)</sup> The reduction in Police staffing in FY 2013 is due to the transfer of 53 positions to the 9-1-1 Dispatch Center to Ingham County. Police staffing for FY 2013 increased by 11 officers and one Crime Analyst due to grants. Nine (9) additional officers were added in FY 2013.

<sup>(4)</sup> Eight (8) grant-funded firefighter positions ended in FY 2014.

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Number of employees per 1,000 residents	9.1	7.8	7.4	7.5	7.5	7.5	7.5	7.5

**Fiscal Year 2017/2018 City Budget - All Funds  
\$207.6 Million**



**FY 2017/2018 City-Wide Budget by Department/Service Type**

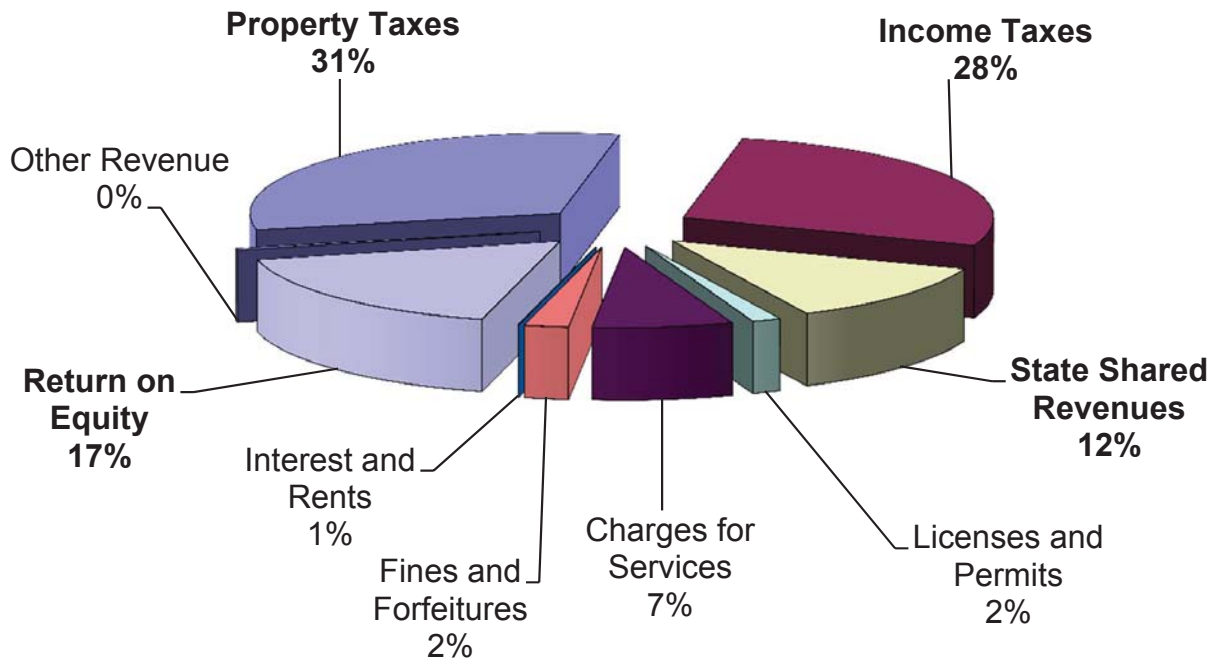
<u>Department</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>	<u>Percent of Total Budget</u>
<u>General Government</u>				
City Council	\$ 698,000	\$ -	\$ 698,000	
Internal Auditor	180,700	-	180,700	
Mayor's Office	1,044,600	-	1,044,600	
Office of Community Media	437,400	-	437,400	
City Attorney's Office	2,026,500	-	2,026,500	
City Clerk	1,062,800	-	1,062,800	
Courts	6,579,900	-	6,579,900	
Finance	5,806,300	-	5,806,300	
Human Resources	2,254,000	-	2,254,000	
Capital Improvements	685,000	400,000	1,085,000	
Library Building Rental	165,000	-	165,000	
Debt Service	1,277,800	-	1,277,800	
Subtotal - General Government	<u>\$ 22,218,000</u>	<u>\$ 400,000</u>	<u>\$ 22,618,000</u>	10.89%
<u>Public Safety</u>				
Police	\$ 41,680,000	\$ 1,085,000	\$ 42,765,000	
Fire	35,013,000	-	35,013,000	
Subtotal - Public Safety	<u>\$ 76,693,000</u>	<u>\$ 1,085,000</u>	<u>\$ 77,778,000</u>	37.46%
<u>Recreation &amp; Culture</u>				
Parks & Recreation - General Fund	\$ 8,350,300	\$ -	\$ 8,350,300	
Parks Capital Improvements	765,000	840,000	1,605,000	
Parks - Golf	619,000	276,000	895,000	
Parks - Cemeteries	464,000	269,000	733,000	
LEPFA/Stadium	1,704,600	654,500	2,359,100	
Subtotal - Recreation & Culture	<u>\$ 11,902,900</u>	<u>\$ 2,039,500</u>	<u>\$ 13,942,400</u>	6.71%
<u>Community Development</u>				
Planning & Neighborhood Development	\$ 1,114,500	\$ 5,694,000	\$ 6,808,500	
Economic Development Corporation	270,000	-	270,000	
Downtown Lansing Incorporated	221,000	756,500	977,500	
Human Relations & Community Services Dept.	1,332,700	-	1,332,700	
Human Services	1,600,000	-	1,600,000	
City Supported Agencies	481,400	-	481,400	
Subtotal - Community Development	<u>\$ 5,019,600</u>	<u>\$ 6,450,500</u>	<u>\$ 11,470,100</u>	5.52%
<u>Public Services</u>				
Public Services	\$ 11,115,500	\$ -	\$ 11,115,500	
Public Services - Roads/Sidwalks	2,001,000	16,099,000	18,100,000	
Public Services - Sewer	-	36,769,000	36,769,000	
Public Services - Refuse	-	1,938,000	1,938,000	
Public Services - Recycling	-	4,430,000	4,430,000	
Public Services - Fleet	-	-	-	
Subtotal - Public Services	<u>\$ 13,116,500</u>	<u>\$ 59,236,000</u>	<u>\$ 72,352,500</u>	34.84%
Parking System	\$ -	\$ 9,982,000	\$ 9,982,000	4.81%
Vacancy Factor	<u>\$ (500,000)</u>	<u>\$ -</u>	<u>\$ (500,000)</u>	
	<u>\$ 128,450,000</u>	<u>\$ 79,193,000</u>	<u>\$ 207,643,000</u>	

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

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# Fund Summaries

**Where the Money Comes From**  
**FY 2017/2018 General Fund Budgeted Revenues**  
**\$128,950,000**



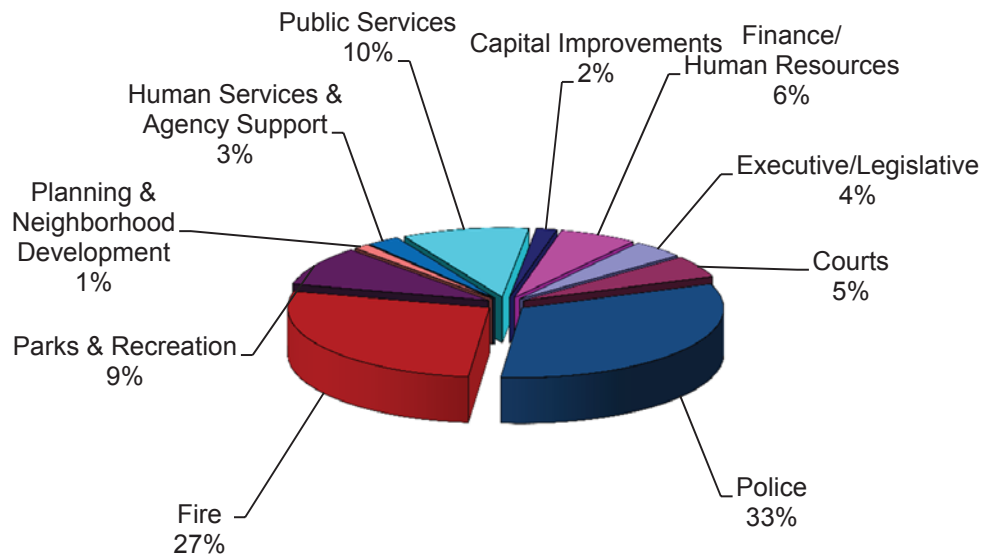


**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**General Fund Revenue (excluding use of reserves)**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b>Property Taxes</b>					
Non-Dedicated	\$ 28,162,911	\$ 29,202,000	\$ 29,932,233	\$ 30,500,000	4.4%
Dedicated - Police	2,865,000	2,925,000	2,925,000	3,001,500	2.6%
Dedicated - Fire	2,865,000	2,925,000	2,925,000	3,001,500	2.6%
Dedicated - Roads	1,910,000	1,950,000	1,950,000	2,001,000	2.6%
Dedicated - Parks	1,910,000	1,950,000	1,950,000	2,001,000	2.6%
	<u>\$ 37,712,911</u>	<u>\$ 38,952,000</u>	<u>\$ 39,682,233</u>	<u>\$ 40,505,000</u>	4.0%
Income Taxes	\$ 34,573,130	\$ 33,150,000	\$ 34,900,000	\$ 35,600,000	7.4%
<b>State Revenues</b>					
State Revenue Sharing	\$ 13,911,200	\$ 14,275,900	\$ 13,984,500	\$ 14,184,500	
Fire Reimbursement Grants	1,247,908	1,300,000	1,713,317	1,500,000	
Liquor License Fee	72,197	80,000	90,000	80,000	
	<u>\$ 15,231,305</u>	<u>\$ 15,655,900</u>	<u>\$ 15,787,817</u>	<u>\$ 15,764,500</u>	0.7%
<b>Licenses &amp; Permits</b>					
Business Licenses	\$ 67,671	\$ 87,800	\$ 76,700	\$ 289,300	
Building Licenses & Permits	22,775	29,200	26,200	31,200	
Non-Business Licenses	84,071	85,500	83,500	86,000	
Cable Franchise Fees	1,417,478	1,450,000	1,480,000	1,500,000	
	<u>\$ 1,591,995</u>	<u>\$ 1,652,500</u>	<u>\$ 1,666,400</u>	<u>\$ 1,906,500</u>	15.4%
<b>Charges for Services</b>					
Reimbursements	\$ 2,368,128	\$ 2,366,500	\$ 2,265,500	\$ 2,331,500	
Appeals & Petitions	71,526	61,000	68,000	70,000	
Code Compliance	1,760,764	2,330,100	2,480,070	2,630,100	
Public Safety	3,224,009	3,655,000	3,249,824	3,617,000	
Subscriptions and Information	494	1,000	2,900	1,000	
Work for Others	55,090	37,300	40,300	63,300	
Central Stores	1,195	1,000	1,500	1,500	
Recreation Fees	706,524	701,600	709,174	708,500	
	<u>\$ 8,187,730</u>	<u>\$ 9,153,500</u>	<u>\$ 8,817,268</u>	<u>\$ 9,422,900</u>	2.9%
Fines & Forfeitures	\$ 2,835,156	\$ 2,960,100	\$ 2,270,673	\$ 2,961,600	0.1%
<b>Interest &amp; Rents</b>					
Interest Income	\$ 69,934	\$ 38,500	\$ 50,292	\$ 38,500	
Rental Income	-	-	-	-	
	<u>\$ 69,934</u>	<u>\$ 38,500</u>	<u>\$ 50,292</u>	<u>\$ 38,500</u>	0.0%
<b>Return on Equity</b>					
Board of Water and Light	\$ 21,033,531	\$ 21,700,000	\$ 22,000,000	\$ 22,300,000	
Sewer Fund	300,000	300,000	300,000	-	
	<u>\$ 21,333,531</u>	<u>\$ 22,000,000</u>	<u>\$ 22,300,000</u>	<u>\$ 22,300,000</u>	1.4%
<b>Other Revenues</b>					
Sale of Fixed Assets	\$ (9,982)	\$ 130,000	\$ 236,444	\$ 125,000	
Donations & Contributions	617,119	62,500	81,327	73,000	
Bond Proceeds	8,043	-	-	-	
Miscellaneous	201,769	128,000	177,500	153,000	
	<u>\$ 816,949</u>	<u>\$ 320,500</u>	<u>\$ 495,271</u>	<u>\$ 351,000</u>	9.5%
Total General Fund Revenues before Capital Fund Transfers	<u>\$ 122,352,641</u>	<u>\$ 123,883,000</u>	<u>\$ 125,969,954</u>	<u>\$ 128,850,000</u>	4.0%
Transfers from Other Funds	\$ 85,000	\$ 117,000	\$ 117,000	\$ 100,000	-14.5%
Total General Fund Revenues	<u>\$ 122,437,641</u>	<u>\$ 124,000,000</u>	<u>\$ 126,086,954</u>	<u>\$ 128,950,000</u>	4.0%

## How the Money Is Spent

FY 2017/2018 General Fund Budget  
\$128,450,000



**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**General Fund Summary**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b>Beginning General Fund Balance</b>	\$ 3,818,585	\$ 5,715,338	\$ 5,715,338	\$ 7,905,696	
<b>Beginning Budget Stab. Fund Balance</b>	5,965,325	6,692,410	6,692,410	6,692,410	
<b>Total General Fund Reserves</b>	<u>\$ 9,783,910</u>	<u>\$ 12,407,748</u>	<u>\$ 12,407,748</u>	<u>\$ 14,598,106</u>	
<b>Revenues (detail on previous page)</b>	\$ 122,437,641	\$ 124,000,000	\$ 126,086,954	\$ 128,950,000	
<b><u>Expenditures:</u></b>					
Council	\$ 690,725	\$ 675,800	\$ 637,003	\$ 698,000	3.3%
Internal Audit	173,011	202,200	153,203	180,700	-10.6%
Mayor's Office	1,007,050	1,050,200	1,042,323	1,044,600	-0.5%
Office of Financial Empowerment	63,835	182,100	204,260	Moved to Finance Department	
Office of Community Media	377,189	415,600	397,671	437,400	5.2%
District Court	5,802,763	6,012,800	5,920,469	6,335,300	5.4%
Circuit Court Building Rental	227,145	234,600	229,080	244,600	4.3%
City Clerk's Office	1,165,243	1,018,700	1,027,848	1,062,800	4.3%
Planning & Neighborhood Development	896,802	1,091,500	1,116,820	1,114,500	2.1%
Finance Department	4,626,364	5,063,800	5,004,485	5,806,300	14.7%
Human Resources Department	1,973,076	2,139,000	2,094,276	2,254,000	5.4%
City Attorney's Office	1,657,029	1,880,700	1,851,502	2,026,500	7.8%
Police Department	37,443,551	38,952,900	38,903,681	41,295,000	6.0%
Fire Department	33,153,787	33,612,300	33,563,891	35,013,000	4.2%
Public Service	10,823,830	10,867,100	10,826,593	11,115,500	2.3%
Human Relations & Community Services	1,021,279	1,249,200	1,203,178	1,332,700	6.7%
Parks & Recreation Department	7,719,906	7,893,900	7,796,912	8,350,300	5.8%
Human Service Agency Support	1,407,212	1,537,500	1,713,302	1,600,000	4.1%
Non-Departmental Expenditures:					
Library Building Rental	144,155	165,000	155,000	165,000	0.0%
Operating Subsidies to Other Funds	2,806,032	3,447,200	3,447,200	3,663,600	6.3%
City Supported Agencies	328,900	331,400	331,400	481,400	45.3%
Capital Improvements	4,661,500	5,000,000	5,000,000	3,451,000	-31.0%
Debt Service	1,358,917	1,276,500	1,276,500	1,277,800	0.1%
Vacancy Factor	-	(800,000)	-	(500,000)	-37.5%
<b>Total Expenditures</b>	<u>\$ 119,529,301</u>	<u>\$ 123,500,000</u>	<u>\$ 123,896,597</u>	<u>\$ 128,450,000</u>	4.0%
Fund Balance Increase/(Decrease)	\$ 2,908,340	\$ 500,000	\$ 2,190,358	\$ 500,000	
Changes for Fund Balance Restrictions	(284,503)				
<b>Total Ending Reserves</b>	<u>\$ 12,407,740</u>	<u>\$ 12,907,748</u>	<u>\$ 14,598,106</u>	<u>\$ 15,098,106</u>	17.0%
<b>General Fund Reserves as a Percent of General Fund Expenditures</b>	10.2%	10.5%	11.8%	11.8%	

Information regarding the budget for each of the departments listed above is contained in the Department Summary section of this document.

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Major Streets Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b>Beginning Fund Balance</b>	\$ 5,688,020	\$ 6,341,130	\$ 6,341,130	\$ 3,550,645	
<b>Revenues</b>					
Gas & Weight Tax Receipts	\$ 6,994,074	\$ 7,776,113	\$ 7,832,363	\$ 8,910,700	14.59%
Utility Permit Fees (Metro Act)	530,748	400,000	400,000	450,000	12.50%
State Trunkline & Utility Cut Reimbursements	1,756,330	1,409,000	1,206,975	1,200,900	-14.77%
Interest Income	-	-	-	-	0.00%
Miscellaneous Revenue	1,462,478	492,433	740,513	168,000	-65.88%
Transfer from General Fund	72,940	-	-	-	0.00%
<b>Total Revenues</b>	<b>\$ 10,816,570</b>	<b>\$ 10,077,546</b>	<b>\$ 10,179,851</b>	<b>\$ 10,729,600</b>	<b>6.47%</b>
<b>Expenditures</b>					
<b>Capital</b>					
Major Maintenance	\$ 1,079,233	\$ 2,252,500	\$ 4,203,304	\$ 2,425,000	7.7%
Debt Service	505,255	497,516	497,516	619,900	24.6%
<b>Subtotal - Capital</b>	<b>\$ 1,584,488</b>	<b>\$ 2,750,016</b>	<b>\$ 4,700,820</b>	<b>\$ 3,044,900</b>	<b>10.7%</b>
<b>Operating</b>					
Administration & Engineering	\$ 1,554,425	\$ 1,691,069	\$ 1,691,069	\$ 1,704,336	0.8%
Routine Road Maintenance	2,282,442	2,328,564	2,127,927	2,754,039	18.3%
Bridge Maintenance	62,185	86,891	91,476	100,975	16.2%
Winter Maint. - Snow Removal	905,997	1,091,960	1,026,464	1,257,750	15.2%
Trunkline Maintenance	421,977	559,000	559,000	559,000	0.0%
Traffic Administration	20,248	50,000	50,000	55,000	10.0%
Traffic Maintenance	784,748	684,000	723,580	774,000	13.2%
<b>Subtotal - Operating</b>	<b>\$ 6,032,022</b>	<b>\$ 6,491,484</b>	<b>\$ 6,269,516</b>	<b>\$ 7,205,100</b>	<b>11.0%</b>
Transfer to Local Streets Fund	\$ 2,546,950	\$ 2,000,000	\$ 2,000,000	\$ 2,250,000	12.5%
<b>Total Expenditures</b>	<b>\$ 10,163,460</b>	<b>\$ 11,241,500</b>	<b>\$ 12,970,336</b>	<b>\$ 12,500,000</b>	<b>11.2%</b>
Fund Balance Increase/(Decrease)	\$ 653,110	\$ (1,163,954)	\$ (2,790,485)	\$ (1,770,400)	
<b>Ending Fund Balance</b>	6,341,130	5,177,176	3,550,645	1,780,245	-65.6%
Amount Designated for Projects	(1,086,154)				
Less: Amounts Held for Inventories	(809,977)			(900,000)	
<b>Available Fund Balance</b>	4,444,999			880,245	
Available Fund Balance as a Percent of Operational Revenues	41.4%			16.6%	

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, 2017 - June 30, 2018**  
**Local Streets Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 Projected	FY 2018 Proposed	% Change FY17 Adopted FY18 Proposed
<b>Beginning Fund Balance</b>	\$ 2,026,243	\$ 2,210,743	\$ 2,210,743	\$ 396,946	
<b>Revenues</b>					
Gas & Weight Tax Receipts	\$ 2,050,012	\$ 2,592,040	\$ 2,610,790	\$ 2,966,700	14.5%
Utility Cut Reimbursements	1,008,645	750,000	562,500	600,000	-20.0%
Interest Income	-	-	-	-	0.0%
Miscellaneous Revenue	21,343	-	-	-	0.0%
Transfer from General Fund - Millage	1,910,000	1,950,000	1,950,000	1,901,000	-2.5%
Transfer from Major Streets Fund	2,546,950	2,000,000	2,000,000	2,250,000	12.5%
Total Revenues	<u>\$ 7,536,950</u>	<u>\$ 7,292,040</u>	<u>\$ 7,123,290</u>	<u>\$ 7,717,700</u>	5.8%
<b>Expenditures</b>					
<b>Capital</b>					
Major Maintenance	\$ 1,065,796	\$ 1,300,000	\$ 2,517,660	\$ 1,200,000	-7.7%
Debt Service	1,365,495	1,383,704	1,383,704	1,053,100	-23.9%
Subtotal - Capital	<u>\$ 2,431,291</u>	<u>\$ 2,683,704</u>	<u>\$ 3,901,364</u>	<u>\$ 2,253,100</u>	
<b>Operating</b>					
Administration & Engineering	\$ 1,053,038	\$ 1,179,493	\$ 1,179,493	\$ 1,174,748	-0.4%
Surface Maintenance	3,226,303	3,010,195	3,010,195	3,422,452	13.7%
Winter Maintenance	548,673	689,908	689,908	729,700	5.8%
Traffic Administration	13,039	30,000	30,000	35,000	16.7%
Traffic Maintenance	80,106	119,000	126,127	135,000	13.4%
Subtotal - Operating	<u>\$ 4,921,159</u>	<u>\$ 5,028,596</u>	<u>\$ 5,035,723</u>	<u>\$ 5,496,900</u>	9.3%
Total Expenditures	<u>\$ 7,352,450</u>	<u>\$ 7,712,300</u>	<u>\$ 8,937,087</u>	<u>\$ 7,750,000</u>	0.5%
 Fund Balance Increase/(Decrease)	 \$ 184,500	 \$ (420,260)	 \$ (1,813,797)	 \$ (32,300)	
<b>Ending Fund Balance</b>	2,210,743	1,790,483	396,946	364,646	-79.6%
Amount Designated for Projects	(1,343,646)				
Less: Amounts Held for Inventories	-			-	
<b>Available Fund Balance</b>	867,097			364,646	
Available Fund Balance as a Percent of Operational Revenues	11.5%			4.7%	

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, 2017 - June 30, 2018**  
**Federal Drug Enforcement Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b>Beginning Fund Balance</b>	\$ 306,811	\$ 355,888	\$ 355,888	\$ 66,606	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	\$ 47,419	\$ -	\$ 17,518	\$ -	0.0%
Transfers In	-	-	-	-	0.0%
Interest Income	1,658	-	-	-	0.0%
Total Revenues	<u>\$ 49,077</u>	<u>\$ -</u>	<u>\$ 17,518</u>	<u>\$ -</u>	0.0%
<b><u>Expenditures</u></b>					
Operations	-	306,800	306,800	58,500	100.0%
Total Expenditures	<u>\$ -</u>	<u>\$ 306,800</u>	<u>\$ 306,800</u>	<u>\$ 58,500</u>	0.0%
 Fund Balance Increase/(Decrease)	 \$ 49,077	 \$ (306,800)	 \$ (289,282)	 \$ (58,500)	
<b>Ending Fund Balance</b>	\$ 355,888	\$ 49,088	\$ 66,606	\$ 8,106	-83.5%

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

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**State/Local Drug Enforcement Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	<u>% Change FY17 Adopted FY18 Proposed</u>
<b>Beginning Fund Balance</b>	\$ 401,148	\$ 464,087	\$ 464,087	\$ 343,152	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	\$ 377,905	\$ -	\$ 85,119	\$ -	0.0%
Interest Income	2,409	-	-	-	0.0%
Total Revenues	<u>\$ 380,314</u>	<u>\$ -</u>	<u>\$ 85,119</u>	<u>\$ -</u>	0.0%
<b><u>Expenditures</u></b>					
Operations	\$ 317,375	\$ 215,800	\$ 206,054	\$ 196,500	-8.9%
Total Expenditures	<u>\$ 317,375</u>	<u>\$ 215,800</u>	<u>\$ 206,054</u>	<u>\$ 196,500</u>	-8.9%
Fund Balance Increase/(Decrease)	\$ 62,939	\$ (215,800)	\$ (120,935)	\$ (196,500)	
<b>Ending Fund Balance</b>	\$ 464,087	\$ 248,287	\$ 343,152	\$ 146,652	100.0%

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, 2017 - June 30, 2018**  
**Drug Law Enforcement - Tri-County Metro Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change <u>FY17 Adopted</u> <u>FY18 Proposed</u>
<b>Beginning Fund Balance</b>	\$ 694,663	\$ 646,707	\$ 646,707	\$ 646,707	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	\$ 250,321	\$ 425,000	\$ 75,009	\$ 415,000	-2.4%
Contributions from Local Units	424,720	425,000	354,150	415,000	-2.4%
Interest Income	5,099	-	-	-	
<b>Total Revenues</b>	<u>\$ 680,140</u>	<u>\$ 850,000</u>	<u>\$ 429,159</u>	<u>\$ 830,000</u>	-2.4%
<b><u>Expenditures</u></b>					
Ingham-Eaton-Clinton Task Force	\$ 728,096	\$ 850,000	\$ 429,159	\$ 830,000	-2.4%
<b>Total Expenditures</b>	<u>\$ 728,096</u>	<u>\$ 850,000</u>	<u>\$ 429,159</u>	<u>\$ 830,000</u>	-2.4%
 Fund Balance Increase/(Decrease)	 \$ (47,956)	 \$ -	 \$ -	 \$ -	
<b>Ending Fund Balance</b>	\$ 646,707	\$ 646,707	\$ 646,707	\$ 646,707	0.0%

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, 2017 - June 30, 2018**  
**Building Safety Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b>Beginning Fund Balance</b>	\$ 10,001	\$ 286,636	\$ 286,636	\$ 286,943	
<b>Revenues</b>					
Licenses & Permits	\$ 2,612,938	\$ 2,458,400	\$ 2,438,304	\$ 2,537,500	3.2%
Charges for Services	23,359	1,550	3,120	1,900	22.6%
Miscellaneous	300	200	200	200	
Transfer from General Fund	-	-	-	-	#DIV/0!
Total Revenues	<u>\$ 2,636,597</u>	<u>\$ 2,460,150</u>	<u>\$ 2,441,624</u>	<u>\$ 2,539,600</u>	3.2%
<b>Expenditures</b>	<u>\$ 2,359,962</u>	<u>\$ 2,451,000</u>	<u>\$ 2,441,317</u>	<u>\$ 2,557,000</u>	4.3%
 Fund Balance Increase/(Decrease)	 \$ 276,635	 \$ 9,150	 \$ 307	 \$ (17,400)	
<b>Ending Fund Balance</b>	\$ 286,636	\$ 295,786	\$ 286,943	\$ 269,543	

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 Planning and Neighborhood Development.

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Federal Entitlement Grant Special Revenue Funds**

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2017 Projected	FY 2018 Proposed	% Change FY17 Adopted FY18 Proposed
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	\$ 1,957,840	\$ 2,905,783	\$ 2,905,783	\$ 2,354,000	-19.0%
General Fund Transfer	70,534	195,200	195,200	155,000	
Total CDBG Revenues	<u>\$ 2,028,374</u>	<u>\$ 3,100,983</u>	<u>\$ 3,100,983</u>	<u>\$ 2,509,000</u>	-19.1%
<b><u>Expenditures</u></b>					
General Administration	\$ 490,348	\$ 565,693	\$ 565,693	\$ 578,361	2.2%
Single Family Rehab Program	1,257,499	2,017,371	2,017,371	1,492,069	-26.0%
Land Acquisition	47,743	1,000	1,000	1,000	0.0%
Weatherization	19,625	30,000	30,000	50,000	66.7%
Neighborhood Community Services	160,427	277,859	277,859	258,510	-7.0%
Economic Development	52,729	209,060	209,060	129,060	-38.3%
Total CDBG Expenditures	<u>\$ 2,028,371</u>	<u>\$ 3,100,983</u>	<u>\$ 3,100,983</u>	<u>\$ 2,509,000</u>	-19.1%
<b>HOME GRANT</b>					
<b><u>Revenues</u></b>					
Federal Grants	\$ 1,327,400	\$ 571,794	\$ 571,794	\$ 575,000	0.6%
Program Income	21,477	21,749	21,749	40,000	
General Fund Transfer	664	32,353	32,353	30,000	
Total HOME Grant Revenues	<u>\$ 1,349,541</u>	<u>\$ 625,896</u>	<u>\$ 625,896</u>	<u>\$ 645,000</u>	3.1%
<b><u>Expenditures</u></b>					
General Administration	\$ 91,969	\$ 322,422	\$ 322,422	\$ 309,563	-4.0%
Single Family Building Rehab	966,582	75,616	75,616	111,616	47.6%
HOME Rehab. LISC & HRC	290,992	227,858	227,858	223,821	-1.8%
Total HOME Expenditures	<u>\$ 1,349,543</u>	<u>\$ 625,896</u>	<u>\$ 625,896</u>	<u>\$ 645,000</u>	3.1%
<b>EMERGENCY SOLUTIONS GRANT (ESG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	\$ 166,685	\$ 167,841	\$ 167,841	\$ 168,000	0.1%
General Fund Transfer	166,686	-	-	-	
Total ESG Revenues	<u>\$ 333,371</u>	<u>\$ 167,841</u>	<u>\$ 167,841</u>	<u>\$ 168,000</u>	0.1%
<b><u>Expenditures</u></b>					
Emergency Shelter Operations	\$ 333,371	\$ 167,841	\$ 167,841	\$ 168,000	0.1%
Total ESG Expenditures	<u>\$ 333,371</u>	<u>\$ 167,841</u>	<u>\$ 167,841</u>	<u>\$ 168,000</u>	0.1%

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 Planning and Neighborhood Development in the Department Summary section.

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Cooley Law School Stadium Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b>Beginning Fund Balance</b>	\$ 328,508	\$ 99,990	\$ 99,990	\$ 10,060	
<b><u>Revenues</u></b>					
Operating Revenues	\$ 362,887	\$ 399,940	\$ 410,000	\$ 410,000	2.5%
Olds Park Stadium Naming Rights	118,267	120,000	120,000	120,000	0.0%
Reimbursements	22,000	125,000	125,000	125,000	0.0%
Interest Income	-	-	-	-	
Transfer from General Fund	34,841	411,170	411,170	501,100	
Total Revenues	<u>\$ 537,995</u>	<u>\$ 1,056,110</u>	<u>\$ 1,066,170</u>	<u>\$ 1,156,100</u>	9.5%
<b><u>Expenditures</u></b>					
Debt Service	\$ 766,514	\$ 1,156,100	\$ 1,156,100	\$ 1,156,100	0.0%
Total Expenditures	<u>\$ 766,514</u>	<u>\$ 1,156,100</u>	<u>\$ 1,156,100</u>	<u>\$ 1,156,100</u>	0.0%
 Fund Balance Increase/(Decrease)	 \$ (228,519)	 \$ (99,990)	 \$ (89,930)	 \$ -	
<b>Ending Fund Balance</b>	\$ 99,990	\$ -	\$ 10,060	\$ 10,060	0%
 Fund Balance as a Percent of Operational Revenues	 18.6%	 0.0%	 0.9%	 0.9%	

This page is a presentation of the projected results of operations for City support of Cooley Law School stadium operations.

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Municipal Parking System Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b>Beginning Working Capital <sup>(1)</sup></b>	\$ 14,807,634	\$ 15,235,493	\$ 15,235,493	\$ 14,804,139	
<b><u>Revenues</u></b>					
Parking Revenue	\$ 7,090,178	\$ 6,210,750	\$ 6,210,750	\$ 5,917,100	-4.7%
Baseball Revenue	-	45,000	45,000	45,000	0.0%
Parking Fines	-	500,000	500,000	400,000	-20.0%
Interest	33,243	-	576	-	100.0%
Other Revenue	990,345	1,044,826	1,094,326	1,114,715	
<b>Total Revenues</b>	<b>\$ 8,113,766</b>	<b>\$ 7,800,576</b>	<b>\$ 7,850,652</b>	<b>\$ 7,476,815</b>	<b>-4.2%</b>
<b><u>Expenditures</u></b>					
Administration	\$ 1,687,829	\$ 2,068,064	\$ 1,674,743	\$ 1,894,260	-8.4%
Operations	1,240,755	1,492,868	1,508,140	1,551,646	3.9%
Maintenance	312,930	545,500	645,890	1,057,500	93.9%
South Capital Avenue Ramp	134,203	430,000	737,231	345,500	-19.7%
North Grand Avenue Ramp	297,848	259,000	365,849	996,750	284.8%
North Capital Avenue Ramp	302,159	367,000	406,459	538,750	46.8%
Townsend Street Ramp	171,900	255,000	255,000	487,500	91.2%
Baseball Operations	22,634	24,183	24,309	27,500	100.0%
Debt Service	3,515,649	2,664,385	2,664,385	3,082,594	15.7%
<b>Total Expenditures</b>	<b>\$ 7,685,907</b>	<b>\$ 8,106,000</b>	<b>\$ 8,282,006</b>	<b>\$ 9,982,000</b>	<b>23.1%</b>
Working Capital Increase/(Decrease)	\$ 427,859	\$ (305,424)	\$ (431,354)	\$ (2,505,185)	
<b>Ending Working Capital <sup>(1)</sup></b>	<b>\$ 15,235,493</b>	<b>\$ 14,930,069</b>	<b>\$ 14,804,139</b>	<b>\$ 12,298,954</b>	<b>-17.6%</b>

\* net of pension liability

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 Planning and Neighborhood Development.

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Sewage Disposal System Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b>Beginning Working Capital <sup>(1)</sup></b>	\$ 36,165,162	\$ 37,348,686	\$ 37,348,686	\$ 34,527,860	
<b><u>Revenues</u></b>					
Sewer Charges	\$ 32,368,832	\$ 33,305,000	\$ 33,335,000	\$ 33,880,000	1.7%
Interest Income	190,496	174,320	177,020	161,150	-7.6%
Low Income Credit	106,008	(2,000)	(2,000)	(2,000)	0.0%
Miscellaneous Income	15,767	7,500	7,460	2,012,300	26730.7%
<b>Total Revenues</b>	<b>\$ 32,681,103</b>	<b>\$ 33,484,820</b>	<b>\$ 33,517,480</b>	<b>\$ 36,051,450</b>	<b>7.7%</b>
<b><u>Expenditures</u></b>					
Administration & General	\$ 10,131,789	\$ 11,680,477	\$ 11,362,620	\$ 12,017,336	2.9%
Sewer Maintenance	2,206,048	2,430,278	2,224,396	2,702,700	11.2%
Pumping Stations	1,383,863	1,527,317	1,469,257	1,576,874	3.2%
Industrial Laboratory	218,512	288,462	239,640	285,902	-0.9%
Return on Equity - General Fund	300,000	300,000	300,000	-	-100.0%
<b>Total Expenses</b>	<b>\$ 14,240,212</b>	<b>\$ 16,226,534</b>	<b>\$ 15,595,913</b>	<b>\$ 16,582,812</b>	<b>2.2%</b>
Debt Service	\$ 15,908,834	\$ 15,336,466	\$ 15,336,466	\$ 15,066,188	-1.8%
Capital Projects	\$ 1,348,533	\$ 2,550,000	\$ 5,405,927	\$ 5,120,000	100.8%
<b>Total Budgeted Uses</b>	<b>\$ 31,497,579</b>	<b>\$ 34,113,000</b>	<b>\$ 36,338,306</b>	<b>\$ 36,769,000</b>	<b>7.8%</b>
Working Capital Increase/(Decrease)	\$ 1,183,524	\$ (628,180)	\$ (2,820,826)	\$ (717,550)	
<b>Ending Working Capital <sup>(1)</sup></b>	<b>\$ 37,348,686</b>	<b>\$ 36,720,506</b>	<b>\$ 34,527,860</b>	<b>\$ 33,810,310</b>	

\* net of pension liability

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

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Refuse Disposal System Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b>Beginning Working Capital <sup>(1)</sup></b>	\$ 366,229	\$ 235,788	\$ 235,788	\$ 487,788	
<b><u>Revenues</u></b>					
Operating Income	\$ 1,865,983	\$ 1,795,090	\$ 1,919,000	\$ 2,005,216	11.7%
Interest Income	5,682	7,000	7,000	7,000	
<b>Total Revenues</b>	<u>\$ 1,871,665</u>	<u>\$ 1,802,090</u>	<u>\$ 1,926,000</u>	<u>\$ 2,012,216</u>	11.7%
<b><u>Expenditures</u></b>					
Bag Refuse Disposal	\$ 2,002,106	\$ 1,701,000	\$ 1,674,000	\$ 1,938,000	13.9%
<b>Total Expenditures</b>	<u>\$ 2,002,106</u>	<u>\$ 1,701,000</u>	<u>\$ 1,674,000</u>	<u>\$ 1,938,000</u>	13.9%
 Working Capital Increase/(Decrease	 \$ (130,441)	 \$ 101,090	 \$ 252,000	 \$ 74,216	
<b>Ending Working Capital <sup>(1)</sup></b>	\$ 235,788	\$ 336,878	\$ 487,788	\$ 562,004	

\* net of pension liability

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 Garbage and Refuse Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Municipal Recycling Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 Projected	FY 2018 Proposed	% Change FY17 Adopted FY18 Proposed
<b>Beginning Working Capital <sup>(1)</sup></b>	\$ 1,930,217	\$ 1,689,607	\$ 1,689,607	\$ 1,265,253	
<b>Revenues</b>					
Operating Income	\$ 3,627,070	\$ 3,636,000	\$ 3,586,650	\$ 3,866,080	6.33%
Sale of Recycled Materials	-	-	-	-	#DIV/0!
Interest Income	-	-	-	-	0.00%
Bond Proceeds	-	-	-	-	
<b>Total Revenues</b>	<u>\$ 3,627,070</u>	<u>\$ 3,636,000</u>	<u>\$ 3,586,650</u>	<u>\$ 3,866,080</u>	6.33%
<b>Expenditures</b>					
Recycling Operations	\$ 2,482,471	\$ 2,605,875	\$ 2,686,120	\$ 2,866,769	10.01%
Composting	1,385,209	1,381,625	1,324,884	1,563,231	13.14%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<u>\$ 3,867,680</u>	<u>\$ 3,987,500</u>	<u>\$ 4,011,004</u>	<u>\$ 4,430,000</u>	11.10%
 Working Capital Increase/(Decrease)	 \$ (240,610)	 \$ (351,500)	 \$ (424,354)	 \$ (563,920)	
<b>Ending Working Capital <sup>(1)</sup></b>	<b>\$ 1,689,607</b>	<b>\$ 1,338,107</b>	<b>\$ 1,265,253</b>	<b>\$ 701,333</b>	<b>-47.59%</b>

\* net of pension liability

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, 2017 - June 30, 2018**  
**Municipal Cemeteries Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b>Beginning Working Capital <sup>(1)</sup></b>	\$ 363,001	\$ 425,588	\$ 425,588	\$ 373,861	
<b><u>Revenues</u></b>					
Cemetery Service Revenue	\$ 200,670	\$ 184,218	\$ 184,725	\$ 191,000	3.7%
Sale of Lots	108,909	70,000	70,000	70,000	0.0%
Other	3,350	9,100	9,100	3,000	-67.0%
Transfer from Perpetual Care	7,347	5,000	5,000	5,000	100.0%
Transfer from Parks Millage Fund	425,800	361,450	361,450	464,000	
Total Revenues	<u>\$ 746,076</u>	<u>\$ 629,768</u>	<u>\$ 630,275</u>	<u>\$ 733,000</u>	16.4%
<b><u>Expenditures</u></b>					
Administration	\$ 167,259	\$ 219,213	\$ 216,213	\$ 219,634	0.2%
Cemetery Ground Maintenance	494,448	491,500	437,902	486,366	-1.0%
Transfer to Perpetual Care Fund	21,782	27,887	27,887	27,000	-3.2%
Total Expenditures	<u>\$ 683,489</u>	<u>\$ 738,600</u>	<u>\$ 682,002</u>	<u>\$ 733,000</u>	-0.8%
 Working Capital Increase/(Decrease)	 \$ 62,587	 \$ (108,832)	 \$ (51,727)	 \$ -	
<b>Ending Working Capital <sup>(1)</sup></b>	<b>\$ 425,588</b>	<b>\$ 316,756</b>	<b>\$ 373,861</b>	<b>\$ 373,861</b>	

\* net of pension liability

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, 2017 - June 30, 2018**  
**Municipal Golf Courses Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b>Beginning Working Capital <sup>(1)</sup></b>	\$ 182,425	\$ 173,274	\$ 173,274	\$ 160,787	
<b><u>Revenues</u></b>					
Greens Fees	\$ 201,157	\$ 170,000	\$ 118,000	\$ 168,000	-1.2%
Equipment Rentals	97,490	87,500	87,388	96,500	10.3%
Concessions	14,651	15,700	14,000	16,500	5.1%
Other Revenue	(134)	-	473	-	0.0%
Transfers In - Parks Millage	518,350	711,500	711,500	619,000	-13.0%
Total Revenues	<u>\$ 831,514</u>	<u>\$ 984,700</u>	<u>\$ 931,361</u>	<u>\$ 900,000</u>	-8.6%
<b><u>Expenditures</u></b>					
Groesbeck Golf Course	\$ 805,072	\$ 949,700	\$ 908,288	\$ 859,300	-9.5%
Sycamore Golf Course	35,593	35,000	35,560	35,700	2.0%
Total Expenditures	<u>\$ 840,665</u>	<u>\$ 984,700</u>	<u>\$ 943,848</u>	<u>\$ 895,000</u>	-9.1%
 Working Capital Increase/(Decrease)	 \$ (9,151)	 \$ -	 \$ (12,487)	 \$ 5,000	
<b>Ending Working Capital <sup>(1)</sup></b>	<b>\$ 173,274</b>	<b>\$ 173,274</b>	<b>\$ 160,787</b>	<b>\$ 165,787</b>	

\* net of pension liability

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.

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# Department Summaries

## 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

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 478,872	\$ 481,375	\$ 461,878	\$ 483,542	0.5%
Operating	211,853	194,425	175,125	214,458	10.3%
Total	<u>\$ 690,725</u>	<u>\$ 675,800</u>	<u>\$ 637,003</u>	<u>\$ 698,000</u>	3.3%

### **Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

The increase in operating costs for FY 2018 are largely driven by increases on telephone costs, reflective of experience, and the City's information technology allocation.

## PERFORMANCE MEASUREMENTS

Council Members will develop protocols to response in a timely manner to calls, emails and inquiries from constituites.

Council Members will be prepared and attend the Council Committees they are assign to.

Council Members will be prepared and attend outside Boards and Commissions they are assigned and prepare reports to be shared with fellow Council Members and the public.

Council Members will be prepared and attend Council Meetings.

Council will establish additional ways to share information facilitating additional transparency to City government.

Council will determine during the budget process whether City Departments have met their Performance Budgeting and if not where they are lacking or have excelled.

Upon the adoption of ordinances Council will work with the various Departments to ensure a procedure is developed for the training and implementation of the ordinance.

## 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

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 162,367	\$ 190,340	\$ 143,910	\$ 168,088	-11.7%
Operating	10,644	11,860	9,293	12,612	6.3%
Total	<u>\$ 173,011</u>	<u>\$ 202,200</u>	<u>\$ 153,203</u>	<u>\$ 180,700</u>	-10.6%

### **Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

The decrease in personnel costs from the FY 2016 adopted budget is due to a change in personnel. The increase in operating costs is the result of an increase in City's information technology allocation.

## 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 Office staff work with Council committees to respond to informational needs and concerns, respond to citizen inquiries and complaints, and work with residents and citizen groups for City improvement and to implement City initiatives.

The Mayor's Office coordinates the implementation of the LansingStat management evaluation program to promote the efficient and cost-effective provision of essential City services. The Mayor's Office supports the activities of the Live Green Lansing Initiative to promote local and regional efforts to conserve energy, reduce carbon emissions and increase the use of renewable energy. The Mayor's Office also supports the activities of the Office of Community and Faith-Based Initiatives, the Office of Community Media, the Office of Financial Empowerment, the Mayor's Commission on Celebrating Diversity, the Mayor's Neighborhood Advisory Council, the Lansing Regional Sister Cities Commission, and a variety of community-based task forces.



## MAYOR'S OFFICE

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 860,642	\$ 874,360	\$ 866,633	\$ 851,649	-2.6%
Operating	146,408	175,840	175,690	192,951	9.7%
Total	<u>\$ 1,007,050</u>	<u>\$ 1,050,200</u>	<u>\$ 1,042,323</u>	<u>\$ 1,044,600</u>	-0.5%

### **Budgetary Explanations**

The decrease in personnel costs from the FY 2017 adopted budget is due to a reduction in temporary employee/internship costs. The increase in operating costs is the result of an increase in City's information technology allocation.

## 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

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 350,232	\$ 386,853	\$ 368,624	\$ 405,650	4.9%
Operating	26,957	28,747	29,047	31,750	10.4%
Total	<u>\$ 377,189</u>	<u>\$ 415,600</u>	<u>\$ 397,671</u>	<u>\$ 437,400</u>	5.2%

### **Budgetary Explanations**

The increase in personnel cost is the result of additional contractual assistance. The increase in operating costs is the result of an increase in City's information technology allocation.

## **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 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'S OFFICE

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 717,323	\$ 810,750	\$ 813,742	\$ 825,177	1.8%
Operating	447,920	207,950	214,106	237,623	14.3%
Total	<u>\$ 1,165,243</u>	<u>\$ 1,018,700</u>	<u>\$ 1,027,848</u>	<u>\$ 1,062,800</u>	4.3%

### **Budgetary Explanations**

Personnel costs include the potential for additional assistance in consideration of a potential marijuana ordinance (costs of which are offset by decreases due to staffing changes). The increase in operating costs is the result of an increase in City's information technology allocation.

## PERFORMANCE MEASUREMENTS

### **Strategic Goals:**

The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

- 1. Timely posting of documents to the City website**
- 2. Timely provision of City Council proceedings after each meeting completion**

### **Performance Indicators:**

	FY 2016	FY 2017	FY 2018
Percent of documents posted to the City website within 2 weeks of receipt	97%	100%	100%
City Council Proceedings submitted to Council for approval after meeting completion	86%	73%	88%

## 54-A DISTRICT COURT

### 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 \$5,000, 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.

**COURTS**  
**54-A District Court & Probation**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Court Appropriation</u></b>					
Personnel	\$ 4,894,291	\$ 4,976,152	\$ 4,935,811	\$ 5,214,305	4.8%
Operating	908,472	1,036,648	984,658	1,120,995	8.1%
Total	<u>\$ 5,802,763</u>	<u>\$ 6,012,800</u>	<u>\$ 5,920,469</u>	<u>\$ 6,335,300</u>	5.4%

**Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

The increase in operating costs is the result of an increase in City's information technology allocation.

**COURTS**  
**Circuit Court Building Rental**

	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ -	\$ -	\$ -	\$ -	
Operating	227,145	234,600	229,080	244,600	4.3%
Total	<u>\$ 227,145</u>	<u>\$ 234,600</u>	<u>\$ 229,080</u>	<u>\$ 244,600</u>	4.3%

**Budgetary Explanations**

By State law, the City is obligated to provide a facility for the Circuit Court, which is operated by Ingham County.



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## **PLANNING & NEIGHBORHOOD DEVELOPMENT**

### **Description**

The Planning and Neighborhood Development Department's (PND) five offices work together as a team to provide a wide range of services, from zoning, planning, and historic preservation, to building plan review and inspections, to homeownership and homeless assistance, and parking services.

Its mission is to foster economic growth through placemaking and the use of best practices in planning and development services, to a level capable of providing a high quality of life for Lansing residents and continuous support for the City's services and infrastructure.

The PND Administration and Planning Offices are funded through the General Fund. The Development, Building Safety, and Parking Services Offices operate primarily through Special Revenue and Enterprise Funds.

### **Organization**

The Planning Office provides comprehensive, long-and short-range planning services to residents, neighborhoods, business and industry. It is responsible under state law, local ordinance and city charter to process, analyze, and provide recommendations to the Planning Board, Board of Zoning Appeals, and Historic District Commission, as well as various other city boards & committees regarding land use control and capital improvement requests. The Planning Office also provides zoning, land use, flood plain, historic preservation and other types of physical information and code interpretation to the general public; approves building permits, demolition permits, sign permits, site plans; and a variety of required licenses for compliance with the Zoning and Sign Codes.

The Building Safety Office processes every building, sign, mechanical, electrical, plumbing, and fence permit in the City. It conducts inspections, reviews architectural plans for compliance with the Michigan Building Code, and staffs the Plumbing, Mechanical, and Electrical Boards, and the Building Board of Appeals. The BSO is operated as a Special Revenue Fund, in accordance with state law.

The Development Office provides homeownership and homelessness assistance with more than \$2 million in grants from the Community Development Block Grant (CDBG), HOME, and Emergency Solutions Grant (ESG) programs received annually by the City. These funds leverage millions of dollars of other public and private investment to improve housing and neighborhoods in the city. In addition to these programs, the Development Division also administers the Neighborhood Stabilization Program, Lead Based Paint Abatement, and the Floodplain Abatement FEMA programs.

The Parking Services Office offers a wide variety of economical parking options - including four downtown parking ramps, several parking lots, and on-street meters. It has several payment options, each designed to meet the needs of daily long-term parkers, and parkers with less frequent parking needs. The PSO provides administrative support to the Lansing Police Department relative to its enforcement of parking regulations, which provides safety and turnover parking. The Parking Services Office also has an important role in downtown development – securing properties for future development, and installing parking facilities as an interim use.

## PLANNING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT SUMMARY

### Department Appropriation

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
Planning & Neighborhood Development - General Fund	\$ 896,802	\$ 1,091,500	\$ 1,116,820	\$ 1,114,500	2.1%
Building Safety Fund	2,359,962	2,451,000	2,441,317	2,557,000	4.3%
CDBG Fund	2,028,371	3,100,983	3,100,983	2,509,000	-19.1%
HOME Grant Fund	1,349,543	625,896	625,896	645,000	3.1%
Emergency Solutions Grant	333,371	167,841	167,841	168,000	0.1%
Parking Fund	7,685,907	8,106,000	8,282,006	9,982,000	23.1%
<b>Total P&amp;ND</b>	<b>\$ 14,653,956</b>	<b>\$ 15,543,220</b>	<b>\$ 15,734,863</b>	<b>\$ 16,975,500</b>	<b>9.2%</b>

### Budgetary Explanations

Services provided by the Planning and Neighborhood Development 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 Planning and Neighborhood Development Department's funds is provided in the following pages.

## PERFORMANCE MEASUREMENTS

### **Strategic Goal:**

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

- 1. Monitor development activity in the City**
- 2. Maximize utilization of City-owned parking ramps**

### **Performance Indicators:**

	FY 2016	FY 2017	FY 2018
Building Permits Issued	6,707	6,834	6,985
Parking Permit Utilization (strategy 2)	89.8%	74.5%*	75.0%

\* The FY 2017 decrease was due to BCBS/DTMB vacating the Townsend ramp.

**PLANNING & NEIGHBORHOOD DEVELOPMENT  
General Fund (Administration and Planning)**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 574,869	\$ 682,002	\$ 663,676	\$ 704,621	3.3%
Operating	321,933	409,498	453,144	409,879	0.1%
Total	<u>\$ 896,802</u>	<u>\$ 1,091,500</u>	<u>\$ 1,116,820</u>	<u>\$ 1,114,500</u>	2.1%

**Budgetary Explanations**

No significant operational changes are proposed for FY 2018. An increase City's information technology allocation is offset by a reduction in contractual service needs.

The FY 2018 budget continues funding for the Block By Block program.

**PLANNING & NEIGHBORHOOD DEVELOPMENT**  
**Building Safety Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 1,848,496	\$ 1,931,361	\$ 1,930,469	\$ 2,002,224	3.7%
Operating	511,466	519,639	510,848	554,776	6.8%
Total	<u>\$ 2,359,962</u>	<u>\$ 2,451,000</u>	<u>\$ 2,441,317</u>	<u>\$ 2,557,000</u>	4.3%

**Budgetary Explanations**

No significant operational changes are proposed for FY 2018; however, fee changes are proposed and included in the Fee section of this budget document.

The increase in operating costs is the result of an increase in City's information technology allocation.

**PLANNING & NEIGHBORHOOD DEVELOPMENT  
Community Development Block Grant (CDBG)  
Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 Projected	FY 2018 Proposed	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 1,067,721	\$ 973,203	\$ 973,203	\$1,027,026	5.5%
Operating	960,650	2,127,780	2,127,780	1,481,974	-30.4%
Total	<u>\$2,028,371</u>	<u>\$ 3,100,983</u>	<u>\$3,100,983</u>	<u>\$2,509,000</u>	-19.1%

**Budgetary Explanations**

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2018 are available in the Consolidated Action plan, available on the City's website.

The increase in personnel costs is due to a change in allocation of existing personnel between the CDBG and HOME grants. The decrease in operational costs reflects a projected decrease in available funding.

**PLANNING & NEIGHBORHOOD DEVELOPMENT  
HOME Grant Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 84,259	\$ 208,063	\$ 208,063	\$ 194,584	-6.5%
Operating	1,265,284	417,833	417,833	450,416	7.8%
Total	<u>\$ 1,349,543</u>	<u>\$ 625,896</u>	<u>\$ 625,896</u>	<u>\$ 645,000</u>	3.1%

**Budgetary Explanations**

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2018 are available in the Consolidated Action plan, available on the City's website.

The increase in personnel costs is due to a change in allocation of existing personnel between the CDBG and HOME grants.

**PLANNING & NEIGHBORHOOD DEVELOPMENT**  
**Emergency Solutions Grant Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ -	\$ -	\$ -	\$ -	
Operating	333,371	167,841	167,841	168,000	0.1%
Transfers	-	-	-	-	
Total	<u>\$ 333,371</u>	<u>\$ 167,841</u>	<u>\$ 167,841</u>	<u>\$ 168,000</u>	0.1%

**Budgetary Explanations**

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2018 are available in the Consolidated Action plan, available on the City's website.



**PLANNING & NEIGHBORHOOD DEVELOPMENT**  
**Parking Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 2,151,174	\$ 2,384,173	\$ 2,140,305	\$2,495,874	4.7%
Operating	1,801,791	2,267,442	2,117,067	2,256,532	-0.5%
Capital	217,293	790,000	1,360,249	2,147,000	171.8%
Debt Service	3,515,649	2,664,385	2,664,385	3,082,594	15.7%
Total	<u>\$ 7,685,907</u>	<u>\$ 8,106,000</u>	<u>\$ 8,282,006</u>	<u>\$9,982,000</u>	23.1%

**Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

The large increase in capital costs is due to major parking ramp and lot rehabilitation, as well as equipment upgrades, which are described in the Capital Improvement Program section.

## **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 implementation of new technology initiatives. The department oversees the City's data centers, e-mail system, and telephone system, computer workstations, cellular communication devices and converged voice, video and data communications network and interconnects with Ingham County and the State of Michigan.

## INFORMATION TECHNOLOGY Internal Service Fund

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 1,214,581	\$ 1,507,964	\$ 1,255,569	\$ 2,233,554	48.1%
Operating	1,852,599	2,978,336	3,070,233	3,485,446	17.0%
Debt Service	782,225	786,400	786,400	-	-100.0%
Total	<u>\$ 3,849,405</u>	<u>\$ 5,272,700</u>	<u>\$ 5,112,203</u>	<u>\$ 5,719,000</u>	8.5%

### **Budgetary Explanations**

The FY 2018 budget includes the addition of four (4) new positions and conversion of one (1) position from part-time to full-time. The additional funding for positions is proposed for enhancement of system security, data analytics, help desk response for departments, and social media needs.

The increase in operating costs is due to increases in software and hardware maintenance costs.

## PERFORMANCE MEASUREMENTS

### **Strategic Goal:**

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

- 1. Improve the performance and safety of the City's IT infrastructure systems**
- 2. Improve efficiency in customer service and service delivery**

<b>Performance Indicators:</b>	FY 2016	FY 2017	FY 2018
Target: Provide 99.999% network and software application availability (strategy 1)	99.58% Availability	99.93% Availability	99.99% Availability
Establish and improve helpdesk response timing (strategy 2)	57% resolved < 1 day	60% resolved < 1 day	70% resolved < 1 day

# FINANCE DEPARTMENT

## Description

The Finance Department consists of three divisions: Operations, Assessor and Treasury. Operations includes Accounting, Budget, while Treasury includes Property Tax and Income Tax.

The Finance Department's mission is to develop and control the financial management functions of the City. As outlined in Section 4.302 of the City Charter, this includes accounting, assessment, income tax, and treasury functions. The Department maintains multiple financial management systems which are used for the assessment and collection of property tax, receipt and record revenue, collection of income tax, 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 the Finance Department 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.

The Department is directly responsible to the public to maintain an efficient collection system for income and property taxes, as well as a process for equity in assessment of real and personal property. 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 the Finance Department 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 DEPARTMENT

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
<b>Treasury/Assessing/Finance Operations:</b>					
Personnel	\$ 3,590,847	\$ 3,986,121	\$ 3,826,206	\$ 4,090,350	2.6%
Operating	1,035,517	1,077,679	1,178,279	1,291,150	19.8%
Subtotal	<u>\$ 4,626,364</u>	<u>\$ 5,063,800</u>	<u>\$ 5,004,485</u>	<u>\$ 5,381,500</u>	6.3%
<b>Financial Empowerment Center:</b>					
Personnel	\$ 63,835	\$ 121,385	\$ 119,325	\$ 240,650	98.3%
Operating	-	60,715	84,935	184,150	203.3%
Subtotal	<u>\$ 63,835</u>	<u>\$ 182,100</u>	<u>\$ 204,260</u>	<u>\$ 424,800</u>	133.3%
	<u>\$ 4,690,199</u>	<u>\$ 5,245,900</u>	<u>\$ 5,208,745</u>	<u>\$ 5,806,300</u>	10.7%

### **Budgetary Explanations**

The City's award-winning Financial Empowerment Center began FY 2015 with a grant from the Bloomberg Foundation. That grant has since expired, but the tremendous impact of the Center warrants City support of the program. Funding for the program will now be included in the Finance Department. The above figures are broken out so as not to skew reasons for proposed funding changes.

The increase in personnel costs for the Financial Empowerment Center is the result from the transfer for Lansing Saves, the City's college savings program in the Lansing School District, from the Treasurer's Office, as well as funding for the highly successful incarceration financial planning program.

The increase in operating costs from the FY 2017 adopted budget for Treasury/Assessing/Finance Operations is for potential continuation of consulting services for implementation of retiree healthcare and pension changes that result from the legacy consulting study, as well as an increase in the City's information technology allocation. The increase in Financial Empowerment Center operating costs is also the result from an increase in the City's information technology allocation, but also due to the expiration of grants that previously supported operations. Grant funded continues to be sought, as available.

(performance measures on next page)

## FINANCE PERFORMANCE MEASUREMENTS

**Strategic Goals:**

Securing short and long term financial stability through prudent management of city resources

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Providing a positive impact on residents' resources for financial well-being

Strategies:

- 1. Maintaining adequate General Fund reserves**
- 2. Provision of realistic budget resource projections**
- 3. Timely processing of income tax returns**
- 4. Aggressive engagement for availability of personal financial counseling**

<b>Performance Indicators:</b>	FY 2016	FY 2017	FY 2018
General Fund Reserves as a percentage of expenditures (goal = 12%-15%) (strategy 1)	10.4%	10.6%	12.8%
Year-end General Fund revenues equal to or in excess of adopted budget (strategy 2)	Expect to Achieve	Expect to Achieve	Expect to Achieve
Percent of on-time income tax returns processed by State deadlines (strategy 3)	100.0%	100.0%	100.0%
Financial counseling appointments (strategy 4)	2,600	1,650	1,320

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## **DEPARTMENT OF HUMAN RESOURCES**

### **Description**

The Department of Human Resources' mission is to provide a wide range of Personnel, Employee and Labor Relations services to City departments, employees, retirees, City unions and the Community.

The Department of Human Resources advises the Mayor on policy-related items concerning labor relations, equal employment opportunities, hiring practices, benefits and payroll, compensation and classification of positions, training and health and safety issues. 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.

### **Employee Services Division**

#### **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 Division**

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

### **Employee and Labor Relations and Training Division**

The Employee & Labor Relations and Training Division is charged with facilitating positive working relationships with the City's eight (8) bargaining units by resolving bargaining issues, the administration of the grievance procedure and matters of contract interpretation or changing circumstances in the mutual interest of the City and its employees.



## HUMAN RESOURCES

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 Projected	FY 2018 Proposed	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 1,280,574	\$ 1,308,386	\$ 1,342,512	\$ 1,422,791	8.7%
Operating	692,502	830,614	751,764	831,209	0.1%
Total	<u>\$ 1,973,076</u>	<u>\$ 2,139,000</u>	<u>\$ 2,094,276</u>	<u>\$ 2,254,000</u>	5.4%

### **Budgetary Explanations**

The increase in proposed funding for FY 2018 is the result of the conversion of a part-time position to full-time for increased payroll and benefit needs. The Human Resources position count remains the same, however, as the payroll position offsets an unfunded position from the prior budget.

## PERFORMANCE MEASUREMENTS

### **Strategic Goal:**

Providing reliable, efficient and quality services that are responsive to the needs of residents, businesses, and employees

Strategies:

- 1. Strict adherence to all contractual requirements for timelines in the processing of grievances**
- 2. Timely payroll processing**

<b>Performance Indicators:</b>	FY 2016	FY 2017	FY 2018
Percent of grievances processed by stated deadlines	100.0%	100.0%	100.0%
Percent of payroll runs processed by pay dates	100.0%	100.0%	100.0%

## **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

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 1,411,446	\$ 1,689,366	\$ 1,659,280	\$ 1,777,094	5.2%
Operating	245,583	191,334	192,222	249,406	30.4%
Total	<u>\$ 1,657,029</u>	<u>\$ 1,880,700</u>	<u>\$ 1,851,502</u>	<u>\$ 2,026,500</u>	7.8%

### **Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

The increase in operating costs is due to increases in office supply and furniture needs, as well as an increase in the City's information technology allocation.

# 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.

(continued)

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, 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.

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.

## POLICE DEPARTMENT SUMMARY

### Department Appropriation

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
Police General Fund	\$ 37,443,551	\$ 38,952,900	\$38,903,681	\$41,295,000	6.0%
Drug Forfeiture Funds:					
<u>Federal</u>	-	306,800	306,800	58,500	-80.9%
State/Local	317,375	215,800	206,054	196,500	-8.9%
Tri-County Metro	728,096	850,000	429,159	830,000	-2.4%
<b>Total Police</b>	<b>\$ 38,489,022</b>	<b>\$40,325,500</b>	<b>\$39,845,694</b>	<b>\$42,380,000</b>	<b>5.1%</b>

\$3.0 million of the Lansing Police Department is funded by a voter-approved 1.5 mill property tax millage.

### Budgetary Explanations

Information for the Lansing Police Department's funds is provided in the following pages.

## PERFORMANCE MEASUREMENTS

### **Strategic Goal:**

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Strategies:

#### **1. Increase Community Interaction**

#### **2. Reduce Violent Crime. Improvement of quality of life for community residents through proactive, focused approach to firearm related investigations and activities in an effort to reduce gun and violent crimes**

<b>Performance Indicators:</b>	FY 2016	FY 2017	FY 2018
Community Meetings Attended (strategy 1)	150	150	175
Neighborhood Watches (strategy 1)	200	210	210
Business Watches (strategy 1)	108	110	110
Firearms Seized (strategy 2)	50	50	50
Felony Arrests (strategy 2)	1938	2000	2000
Misdemeanor Arrests (strategy 2)	2900	2900	2900
Warrants Cleared (strategy 2)	600	600	600

## POLICE DEPARTMENT General Fund

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 31,642,510	\$ 33,205,441	\$ 33,326,414	\$ 34,993,710	5.4%
Operating	5,801,041	5,747,459	5,577,267	6,301,290	9.6%
Total	<u>\$ 37,443,551</u>	<u>\$ 38,952,900</u>	<u>\$ 38,903,681</u>	<u>\$ 41,295,000</u>	6.0%

\$3.0 million of Lansing Police Department operations are funded by a voter-approved, 1.5 mill, dedicated property tax millage.

### **Budgetary Explanations**

The increase in personnel costs is the result of a combination of factors: funding for the addition of a position in the training division; additional overtime for training; and an increase in pension costs, partly due to a change in actuarial assumptions for the Police & Fire pension system.

The FY 2018 budget includes funding for operational costs for increased community engagement, including the addition of a 10th community policing area. The proposed budget also includes additional funding for officer recruitment.

Operational cost increases for FY 2018 are also attributed to an increase in the City's information technology allocation and equipment replacement needs.

**POLICE DEPARTMENT**  
**Federal Drug Enforcement Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ -	\$ -	\$ -	\$ -	0.0%
Operating	-	306,800	306,800	58,500	-80.9%
Total	<u>\$ -</u>	<u>\$ 306,800</u>	<u>\$ 306,800</u>	<u>\$ 58,500</u>	100.0%

**Budgetary Explanations**

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of Federal case settlement and awards. Current forfeitures are proposed for equipment purchases necessary for the success of the police operations, such as fingerprinting and surveillance equipment.



**POLICE DEPARTMENT**  
**State/Local Drug Enforcement Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Operating	317,375	215,800	206,054	196,500	-8.9%
Transfers	-	-	-	-	
Total	<u>\$ 317,375</u>	<u>\$ 215,800</u>	<u>\$ 206,054</u>	<u>\$ 196,500</u>	-8.9%

**Budgetary Explanations**

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of State case settlement and awards. Current forfeitures are proposed for special operations operating costs and for additional body cameras.

**POLICE DEPARTMENT**  
**Drug Law Enforcement - Tri-County Metro Special Revenue**  
**Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 45,247	\$ 69,930	\$ 70,750	\$ 88,000	25.8%
Operating	682,849	768,070	358,409	742,000	-3.4%
Transfers	-	12,000	-	-	-100.0%
Total	<u>\$ 728,096</u>	<u>\$ 850,000</u>	<u>\$ 429,159</u>	<u>\$ 830,000</u>	-2.4%

**Budgetary Explanations**

There are no significant changes for FY 2018.

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## **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, providing a wide range of services including fire prevention, emergency management and disaster preparation activities, Fire Safety, Housing and Premise Code enforcement, rental registration, 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

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 28,798,438	\$28,803,600	\$ 28,703,099	\$ 29,988,769	4.1%
Operating	4,355,349	4,808,700	4,860,792	5,024,231	4.5%
Total	<u>\$ 33,153,787</u>	<u>\$33,612,300</u>	<u>\$ 33,563,891</u>	<u>\$ 35,013,000</u>	4.2%

\$3.0 million of Lansing Fire Department operations are funded by a voter-approved, 1.5 mill, dedicated property tax millage.

### **Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

The increase in personnel costs are partially due to an increase in pension costs, partly due to a change in actuarial assumptions for the Police & Fire pension system.

The increase in operating costs is largely the result of an increase in City's information technology allocation.

## PERFORMANCE MEASUREMENTS

### **Strategic Goal:**

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Strategies:

**Provide high-quality life and property protection**

<b>Performance Indicators:</b>	FY 2016	FY 2017	FY 2018
Insurance Service Office (ISO) Rating (1=highest thru 10)	3	3	3
Average Incident Response time < 5 minutes	4.5 minutes	4.5 minutes	4.5 minutes

# PUBLIC SERVICE DEPARTMENT

**GENERAL FUND**  
**ACT 51 MAJOR & LOCAL STREETS**  
**SEWAGE REFUSE &**  
**RECYCLING**  
**ENGINEERING**  
**PROPERTY MANAGEMENT**  
**FLEET SERVICES**

## **Description**

The Public Service Department is organized into six distinct divisions (Engineering | Business, Permits and Technology | Operations and Maintenance | Fleet Services | Property Management | 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 Environmental Quality 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 bridges, storm sewer, sanitary sewer, and road 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 Combined Sewer overflow (CSO), Sanitary Sewer Overflow (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.

(continued)

**Business, Permits and Technology (Major supporting funds: General Fund, Act 51, Sewage Disposal**

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 the maintenance of the city's infrastructure and delivering quality city services. The Division is divided into six sections: Surface, CART (Capital Area Recycling and Trash), Streets, Sewer, Grounds, 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.

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

The Recycling Fund supports weekly 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. The city provides three curbside trash services throughout the city: pay as you throw Blue Bags, Blue Cart trash service and bulk trash removal. The pay as you through Blue Bag trash bags are sold through local merchants, where residents prepay for bags and only set out trash bags as needed.

(continued)

The Blue Bags complement recycling efforts by making refuse disposal less expensive for residents who make regular use of the City's single stream recycling program. Affordable Blue Cart trash service is also 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. Services are funded from the revenue derived from Blue Bag sales, 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 skin patching, AMZ-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.

### **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.

### **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 6,300 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.

### **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 appurtenances necessary to serve our customers. Currently the plant processes an average daily flow of 16 million gallons of sewage.

(continued)



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 also 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. 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. The Fleet Services team has 27 full-time positions.

**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 DEPARTMENT SUMMARY

### Department Appropriation

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 Projected	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
Public Services - General Fund	\$10,823,830	\$10,867,100	\$10,826,593	\$11,115,500	2.3%
Major Streets Fund	10,163,460	11,241,500	12,970,336	12,500,000	11.2%
Local Streets Fund	7,352,450	7,712,300	8,937,087	7,750,000	0.5%
Sanitary Sewer Fund	31,497,579	34,113,000	36,338,306	36,769,000	7.8%
Garbage & Rubbish Fund	2,002,106	1,701,000	1,674,000	1,938,000	13.9%
Recycling Fund	3,867,680	3,987,500	4,011,004	4,430,000	11.1%
Engineering Internal Service Fund	3,849,405	5,272,700	5,112,203	5,719,000	8.5%
Fleet Maintenance Fund	8,930,554	9,342,000	10,004,713	9,643,000	3.2%
<b>Total Public Services</b>	<b>\$78,487,064</b>	<b>\$84,237,100</b>	<b>\$89,874,242</b>	<b>\$89,864,500</b>	<b>6.7%</b>

### Budgetary Explanations

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

## PERFORMANCE MEASUREMENTS

### **Strategic Goals:**

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Strategies:

- 1. Timely remediation of pothole complaints**
- 2. Improve walkability throughout the City**
- 3. Provide cost-effective wastewater treatment**

### **Performance Indicators:**

	FY 2016	FY 2017	FY 2018
Pothole complaints resolved within 24 hours (target = 95%) (strategy 1)	62%	74%	90%
Increase the number of sidewalk deficiencies addressed (strategy 2)	2.2 miles	5.2 miles	6 miles
Reduce the cost of utilities at the WWTP per 1000 gallon of sewage treated (strategy 3)	\$0.441/1000 gallons	\$0.434/1000 gallons	\$0.413/1000 gallons

**PUBLIC SERVICE DEPARTMENT  
General Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 2,949,688	\$ 2,855,945	\$ 2,887,804	\$ 2,864,452	0.3%
Operating	7,874,142	8,011,155	7,938,789	8,251,048	3.0%
Total	<u>\$ 10,823,830</u>	<u>\$ 10,867,100</u>	<u>\$ 10,826,593</u>	<u>\$ 11,115,500</u>	2.3%

**Budgetary Explanations**

The increase in Public Service General Fund operating costs is largely due to facility maintenance needs, as well as an increase in City's information technology allocation.

**PUBLIC SERVICE DEPARTMENT**  
**Major Streets Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 2,351,788	\$ 2,737,950	\$ 2,473,678	\$ 3,017,314	10.2%
Operating	3,518,741	3,553,534	3,536,619	3,937,786	10.8%
Capital	1,240,726	2,452,500	4,462,523	2,675,000	9.1%
Debt Service	505,255	497,516	497,516	619,900	24.6%
Transfer to Local Streets	2,546,950	2,000,000	2,000,000	2,250,000	12.5%
Total	<u>\$ 10,163,460</u>	<u>\$ 11,241,500</u>	<u>\$ 12,970,336</u>	<u>\$ 12,500,000</u>	11.2%

**Budgetary Explanations**

Major Street funding and operations are increased in FY 2018 as a result of additional state road funding. Funding for Operations & Maintenance (Major Streets/Local Streets/Sewer/Refuse/Recycling) staffing is increased for one (1) full-time position and additional seasonal positions.

Capital maintenance is increased in FY 2018 as a result of additional road funding from the State.

The FY 2017 proposed budget includes a \$220,000 appropriation for new sidewalk construction for areas where sidewalks do not currently exist. This funding supplements \$100,000 in sidewalk repair monies for existing sidewalks, funded from the Road/Sidewalk millage, which is included in the Capital Improvement section.

Debt service for the Major Streets Fund increases in FY 2018 with commencement of payments for and of an exiting loan.

**PUBLIC SERVICE DEPARTMENT  
Local Streets Special Revenue Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 2,791,189	\$ 2,793,905	\$ 2,793,905	\$ 3,058,971	9.5%
Operating	2,129,970	2,211,691	2,211,818	2,408,929	8.9%
Capital	1,065,796	1,323,000	2,547,660	1,229,000	-7.1%
Debt Service	1,365,495	1,383,704	1,383,704	1,053,100	-23.9%
Total	<u>\$ 7,352,450</u>	<u>\$ 7,712,300</u>	<u>\$ 8,937,087</u>	<u>\$ 7,750,000</u>	0.5%

\$2.0 million in neighborhood street funding is funded by a voter-approved 1.0 mill property tax millage.

**Budgetary Explanations**

Major Street funding and operations are increased in FY 2018 as a result of additional state road funding. Funding for Operations & Maintenance (Major Streets/Local Streets/Sewer/Refuse/Recycling) staffing is increased for one (1) full-time position and additional seasonal positions.

Debt service for the Local Streets Fund decreases in FY 2018 due to the expiration of a debt issuance.

**PUBLIC SERVICE DEPARTMENT  
Sanitary Sewer (Wastewater) Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 6,549,102	\$ 7,685,631	\$ 7,280,386	\$ 8,089,117	5.2%
Operating	7,391,110	8,239,903	8,034,527	8,492,695	3.1%
Capital	1,348,533	2,551,000	5,386,927	5,121,000	100.7%
Debt Service	15,908,834	15,336,466	15,336,466	15,066,188	-1.8%
Transfers	300,000	300,000	300,000	-	-100.0%
Total	<u>\$ 31,497,579</u>	<u>\$ 34,113,000</u>	<u>\$ 36,338,306</u>	<u>\$ 36,769,000</u>	7.8%

**Budgetary Explanations**

The FY 2018 budget includes funding for an additional plant operation position.

Capital expenditure outlays vary from year-to-year. Proposed projects for FY 2018 include sanitary sewer work and plant and system upgrades, which are listed in the Capital Improvements section of this budget document.

**PUBLIC SERVICE DEPARTMENT  
Garbage & Refuse Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 1,014,621	\$ 870,352	\$ 870,352	\$ 948,959	9.0%
Operating	987,485	830,648	803,648	964,041	16.1%
Capital	-	-	-	25,000	
Total	<u>\$ 2,002,106</u>	<u>\$ 1,701,000</u>	<u>\$ 1,674,000</u>	<u>\$ 1,938,000</u>	13.9%

**Budgetary Explanations**

Funding for Operations & Maintenance (Major Streets/Local Streets/Sewer/Refuse/Recycling) staffing is increased for one (1) full-time position and additional seasonal positions.

Operational cost increases are mainly due to a change in distribution of equipment rental.

**PUBLIC SERVICE DEPARTMENT  
Recycling Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 2,145,152	\$ 2,037,600	\$ 2,016,761	\$ 2,223,679	9.1%
Operating	1,268,758	1,495,087	1,539,430	1,714,008	14.6%
Debt Service	453,770	454,813	454,813	454,813	0.0%
Capital	-	-	-	37,500	0.0%
Total	<u>\$ 3,867,680</u>	<u>\$ 3,987,500</u>	<u>\$ 4,011,004</u>	<u>\$ 4,430,000</u>	0.0%

**Budgetary Explanations**

Funding for Operations & Maintenance (Major Streets/Local Streets/Sewer/Refuse/Recycling) staffing is increased for one (1) full-time position and additional seasonal positions.

Operational cost increases are mainly due to a change in distribution of equipment rental.



**PUBLIC SERVICE DEPARTMENT  
Engineering Internal Service Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 3,019,391	\$ 3,453,715	\$ 3,236,941	\$ 3,421,059	-0.9%
Operating	799,433	933,885	928,056	1,061,941	13.7%
Capital	285,228	163,000	252,441	150,000	-8.0%
Debt Service	161,849	-	-	-	0.0%
Total	<u>\$ 4,265,901</u>	<u>\$ 4,550,600</u>	<u>\$ 4,417,438</u>	<u>\$ 4,633,000</u>	1.8%

**Budgetary Explanations**

No significant operational changes are proposed for FY 2018. The decrease in personnel is due to changeover in personnel.

The increase in operating costs is the result of an increase in City's information technology allocation.

FY 2016 was the last year for debt service for the Operations and Maintenance facility.

**PUBLIC SERVICE DEPARTMENT  
Fleet Maintenance Internal Service Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 3,314,682	\$ 3,476,960	\$ 3,270,901	\$ 3,913,910	12.6%
Operating	3,346,883	3,802,800	3,356,580	3,723,272	-2.1%
Debt Service	1,039,821	1,037,240	1,037,200	985,818	-5.0%
Capital	1,229,168	1,025,000	2,340,032	1,020,000	-0.5%
Total	<u>\$ 8,930,554</u>	<u>\$ 9,342,000</u>	<u>\$ 10,004,713</u>	<u>\$ 9,643,000</u>	3.2%

**Budgetary Explanations**

The increase in personnel costs from the FY 2018 adopted budget is the result of the addition of two parts positions during FY 2017.

The proposed continuation of the high level of capital funding is the result of a recognized investment in replacement of some of the City's aging fleet.

# HUMAN RELATIONS & 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.

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.

### **HRCS Coordinates Services to Address Gaps**

- **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, to an estimated 600 households monthly, providing **512 tons of food in 2016**.

**Children and Youth** are assisted through the HRCS' "**Feed Greater Lansing's Children Program**" distributing more than **4,800 healthy lunches and food boxes to 600 identified families in 2016**, families who would otherwise go without during the school district's six weeks of school breaks. This program helps offset State budget cuts that decreased family assistance grants and food supplements.

- **Affordable Housing Shortage**

**The One Church One Family (OCOF) Project** oversees nine houses through a partnership with local churches and the MSHDA Homeless Families Initiative. The **partnership with local churches capitalizes on volunteers** who provide mentorship, case management and other support services to the large, at-risk families served by the OCOF program.

- **Elder Abuse and Financial Exploitation**

Given the increasing elder population, the HRCS Department was awarded a multi-year grant to create a systemic response to abuse, neglect and financial exploitation in partnership with the Lansing Police Department, Prosecutor's Office, End Violent Encounters, Inc., the Tri-County Office on Aging and Adult Protective Services. The grant ended in 2015, leaving behind a comprehensive system to respond to and prosecute elder abuse, provide victim advocacy, emergency shelter and transitional housing for older victims of abuse. An 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.

- **Community Emergencies**

In 2016, HRCS staff responded to the urgent housing needs of 126 residents who were displaced by the closing of the Magnuson Hotel. The HRCS Department, Volunteers of America, and other area partner agencies coordinated community responses, organized meetings with residents, located housing and quickly resettled many of these households, preventing their exits into homelessness.

**Utility emergencies** caused by changes in state laws continued to increase homelessness in the community. HRCS staff secured funding from local utility companies to pay past-due bills for families facing shut offs, preventing their eviction.

**Public Housing tenants at risk of eviction** due to late rents, fees and delinquent utility bills were assisted through an **HRCS-sponsored Pre-eviction Prevention Program** in collaboration with the Lansing Housing Commission. 292 households maintained their housing and avoided court costs, saving an estimated \$215,000 in taxpayer funds.

## **Sponsoring Events to serve People in Need**

### **HRCS coordinates and organizes the following annual events -**

- **Lansing Community Connect** (Formerly Project Homeless Connect) connected more than 300 low-income citizens with many nonprofits and local businesses to receive benefits applications, medical screenings, eye exams and eyeglasses, and employment or job-training services. An excellent example of community collaboration, at least 50 community volunteers and business sponsors provided food, personal needs items, and more.
- **Lansing Kids Connect** provides a pivotal point of positive change for children beginning the school year “ready to learn” with medical, optical, and dental health screenings along with haircuts, shoes, clothing, personal needs items and healthy lunches. In 2016, approximately **5,000 school age children and their parents attended the fourth annual event**. This event and other similar events would not be possible without a host of dedicated volunteers, agencies, and businesses that support local human services initiatives to benefit our community.
- **Spartans Giving Back** - Taking it to the Streets is a one-day event providing more than 3,200 hours of community services to HRCS events such as *Lansing Community Connect* and *Lansing Kids Connect*, as well as homeless shelters, community centers, public housing, the South Lansing office complex, cemeteries, and a number of other sites.
- **Feed the Babies, Keep them Dry** provided young parents of newborns and toddlers with educational support and healthy options through this HRCS-sponsored event. More than 62 households received diapers, formula, food and information thanks to faith-based partners and the Ingham Co. Health Department, as well as generous individual donors.
- **Dr. Martin Luther King, Jr. and Cesar Chavez** are honored and memorialized annually in January and March through events organized by HRCS staff and community partners. In 2016, the City of Lansing’s Chavez event continued our regional cooperation with MSU’s Office for Inclusion and Intercultural Initiatives, Lansing Community College, and the City of East Lansing. Mayors Virg Bernero and other officials, local citizens and MSU students attended.

**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.

**Upholding Principles of 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 Ordinance.

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.

**Community 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 & COMMUNITY SERVICES

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	\$ 876,651	\$ 1,094,245	\$ 1,048,223	\$ 1,167,522	6.7%
Operating	144,628	154,955	154,955	165,178	6.6%
Total	<u>\$ 1,021,279</u>	<u>\$ 1,249,200</u>	<u>\$ 1,203,178</u>	<u>\$ 1,332,700</u>	6.7%
 Human Services	 1,407,212	 1,537,500	 1,713,302	 1,600,000	 4.1%
(1.25% of General Fund Revenues)					

### **Budgetary Explanations**

Conversion of a part-time position to full-time is proposed for FY 2018 for office and grant support needs.

The increase in operating costs is largely the result of an increase in City's information technology allocation.

(performance measures on next page)

## PERFORMANCE MEASUREMENTS

**Strategic Goals:**

Promoting a vibrant, safe, healthy and inclusive community

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Facilitating regional collaboration and connecting communities

Strategies:

**1A. Annual community needs assessment**

**1B. Allocate the available human service funding to deliver the greatest results**

**1C. Develop, monitor, and improve grant programs**

**2A. Establish a regional strategic plan for homelessness**

**2B. Seek out and apply for federal and state funding with community partners**

**2C. Develop, monitor, and improve grant programs**

**3. Departmental staff accept all complaints and work toward resolution**

**4. Enlist county, municipal, and foundation support for human service needs**

<b>Performance Indicators:</b>	FY 2016	FY 2017	FY 2018
Number of grants/contracts (strategies 1B,1C,2A,2B)	93	100	100
Number of chronic homeless (strategies 1A,1B,1C,2A,2B,2C)	44	41	40
Number of homeless veterans (strategies 2A,2B,2C)	54	27	25
Percent complaints reviewed (strategy 3)	100%	98%	98%
Percent of complaints resolved (strategy 3)	100%	95%	95%
Number of agency partners (strategies 2B,4)	3	3	3
Number of new resources (FMV) (strategy 4)	\$21,095	\$942,100	\$5,000



## **PARKS & 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 lifestyle opportunities for the citizens of Lansing through the provision of leisure time activities, and the preservation and maintenance of park lands and special recreation facilities. 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 golfing opportunities at Groesbeck Golf Course which support recreational and league play in the area;
- 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 Transportation, Lansing Community College, Capital Region Community Foundation, Michigan State University and various community banking organizations.

The Department receives advisory support from the citizens of Lansing by encouraging their involvement in the following citizen groups: City of Lansing Parks Board, Friends of Turner-Dodge, Fenner Conservancy, the individual Community Center advisory boards and their youth advisory boards, the Baseball and Softball advisory boards and multiple park "Friends" groups. The Department provides support in policy decisions regarding recreational options and facilities to the Mayor and City Council.

### **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)

- 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 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 department operates Groesbeck Golf Course which is an 18 hole golf course located at 1600 Ormond. 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 DEPARTMENT SUMMARY

### Department Appropriation

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
Parks & Recreation					
General Fund	\$ 7,719,906	\$ 7,893,900	\$ 7,796,912	\$ 8,350,300	5.8%
Cemeteries Fund	683,489	738,600	682,002	733,000	-0.8%
Golf Fund	840,665	984,700	943,848	895,000	-9.1%
Parks Capital Improvements	720,000	770,000	770,000	840,000	9.1%
	<u>2,244,154</u>	<u>2,493,300</u>	<u>2,395,850</u>	<u>2,468,000</u>	<u>-1.0%</u>
 Total Parks & Recreation	<u>\$ 9,964,060</u>	<u>\$ 10,387,200</u>	<u>\$ 10,192,762</u>	<u>\$ 10,818,300</u>	<u>4.2%</u>

### Budgetary Explanations

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

## PERFORMANCE MEASUREMENTS

### **Strategic Goals:**

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Strategies:

- 1. Ensure physical activity for summer camp participants**
- 2. Provide summer camp participants with nutrition education lessons**
- 3. Provide desirable after-school and summer camps**

<b>Performance Indicators:</b>	FY 2015	FY 2016	FY 2017
Average number of steps by summer camp participants (strategy 1)	9,000	9,000	9,000
Number of nutrition education lessons per week (strategy 2)	2	2	2
Percentage Enrollment - after-school programs (strategy 3)	91%	94%	94%
Percentage Enrollment - camps (strategy 3)	94%	95%	95%
Percent of camp participants/parents that would enroll again (strategy 3)	91%	91%	96%

## PARKS AND RECREATION DEPARTMENT General Fund

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 4,568,006	\$ 4,784,293	\$ 4,710,628	\$ 4,928,104	3.0%
Operating	3,151,900	3,109,607	3,086,284	3,422,196	10.1%
Total	<u>\$ 7,719,906</u>	<u>\$ 7,893,900</u>	<u>\$ 7,796,912</u>	<u>\$ 8,350,300</u>	5.8%

\$1.9 million in park maintenance and infrastructure funding is funded by a voter-approved 1.0 mill property tax millage.

### **Budgetary Explanations**

The increase in FY 2018 operational costs represents the City's partnership with the YMCA and Lansing School District for enhanced aquatic programs in the city's indoor and outdoor pools, in which the YMCA's certified swim instructors will teach water safety, swim classes, and aquatic exercise programs for both youth and adults. The increase is also the result of well as in increase in the city's information technology allocation.

**PARKS AND RECREATION**  
**Municipal Cemeteries Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 372,785	\$ 403,186	\$ 393,187	\$ 414,213	2.7%
Operating	288,922	307,527	260,928	291,787	-2.3%
Transfer - Perpetual Care	21,782	27,887	27,887	27,000	-3.2%
Total	<u>\$ 683,489</u>	<u>\$ 738,600</u>	<u>\$ 682,002</u>	<u>\$ 733,000</u>	-0.8%

**Budgetary Explanations**

No significant operational changes are proposed for FY 2018.

**PARKS AND RECREATION**  
**Municipal Golf Courses Enterprise Fund**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	\$ 479,691	\$ 521,423	\$ 480,236	\$ 356,395	-31.6%
Operating	256,254	273,277	279,100	463,605	69.6%
Capital	-	80,000	74,512	75,000	-6.3%
Debt Service	104,720	110,000	110,000	-	-100.0%
Total	<u>\$ 840,665</u>	<u>\$ 984,700</u>	<u>\$ 943,848</u>	<u>\$ 895,000</u>	-9.1%

**Budgetary Explanations**

The FY 2018 budget anticipates operations for Groesbeck golf course moving from the Parks Department to the Lansing Entertainment and Public Facilities Authority (LEPFA) with the start of the 2018 golf season. This move of operations will align golf course operations with LEPFA's mission of visitor attraction, marketing, and facility programming and will enhance synergies between tourists and conference attendees at the Lansing Center to recreation opportunities at Groesbeck golf course.

FY 2017 is the last year for debt service for former reconfiguration of holes and drainage work.

## FY 2017/2018 Use of Park Millage Funds

<b>RESOURCES</b>	
FY 2017/2018 Parks Millage (1 mill of City's operating levy)	\$ 2,001,000
	<u>\$ 2,001,000</u>
 <b>USES</b>	
<u>Subsidies</u>	
Kids Camps (General Fund)	\$ 34,825
Parks Maintenance (General Fund)	118,175
Golf Fund Subsidy	544,000
Cemetery Fund Subsidy	464,000
Amount Used for General Fund Operations & Maintenance	<u>\$ 1,161,000</u>
 <u>Capital Projects</u>	
Grant Match Funds	150,000
Parking Lot Repair/Paving	290,000
Citywide Repair & Maintenance	300,000
Hunters Ridge Park Improvements	25,000
Groesbeck Golf Course Event Patio and Canopy	75,000
	<u>\$ 840,000</u>
 Total Parks Millage Uses	 <u>\$ 2,001,000</u>

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

**GENERAL FUND  
NON-DEPARTMENTAL EXPENDITURES & TRANSFERS**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted FY18 Proposed
<b><u>Department Appropriation</u></b>					
Operating Subsidies to Other Funds/Related Entities:					
Cemeteries Fund (Parks Millage)	\$ 425,800	\$ 361,450	\$ 361,450	\$ 464,000	28.4%
Golf Fund (Parks Millage)	518,350	711,500	711,500	619,000	-13.0%
Stadium Fund	34,841	411,170	411,170	501,100	21.9%
Emergency Shelter Grant Match	166,686	-	-	-	-100.0%
State & Federal Grant Matches	214,045	402,380	402,380	385,000	-4.3%
Downtown Lansing Inc.	69,380	133,400	133,400	221,000	65.7%
Lansing Economic Dev. Corp. (LEDC)	170,000	170,000	170,000	270,000	58.8%
LEPFA	1,206,930	1,257,300	1,257,300	1,203,500	-4.3%
	<u>\$ 2,806,032</u>	<u>\$ 3,447,200</u>	<u>\$ 3,447,200</u>	<u>\$ 3,663,600</u>	6.3%
Transfers to Other Funds for Capital Improvements:					
Capital Improvements Fund	\$ 1,031,500	\$ 1,280,000	\$ 1,280,000	\$ 685,000	-46.5%
Parks Millage Fund (Parks Millage)	720,000	770,000	770,000	765,000	-0.6%
Road/Sidewalk Millage - Roads	1,910,000	1,950,000	1,950,000	1,901,000	-2.5%
Road/Sidewalk Millage - Sidewalks	-	-	-	100,000	100.0%
Fleet Fund	1,000,000	1,000,000	1,000,000	-	-100.0%
	<u>\$ 4,661,500</u>	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>	<u>\$ 3,451,000</u>	-31.0%
City-Supported Agencies					
Sister City	\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000	100.0%
My Lansing (Youth Development/Crime Prevention)	-	-	-	100,000	100.0%
Gr Lansing Safety Council	12,000	12,000	12,000	12,000	0.0%
Capital Area Rail Council	3,900	3,900	3,900	3,900	0.0%
Arts And Culture Grants	130,000	130,000	130,000	150,000	15.4%
Silver Bells Administration	8,000	8,000	8,000	8,000	0.0%
Community Corrections Advisor	12,500	12,500	12,500	12,500	0.0%
LEAP Support	15,000	15,000	15,000	15,000	0.0%
Common Ground Support	127,500	130,000	130,000	140,000	7.7%
	<u>\$ 328,900</u>	<u>\$ 331,400</u>	<u>\$ 331,400</u>	<u>\$ 481,400</u>	45.3%
Debt Service					
General Fund Debt Service	\$ 1,021,678	\$ 1,045,200	\$ 1,045,200	\$ 1,065,000	1.9%
Transfers to Other Funds For Debt Service:					
Debt Service Funds	337,239	231,300	231,300	212,800	-8.0%
	<u>\$ 1,358,917</u>	<u>\$ 1,276,500</u>	<u>\$ 1,276,500</u>	<u>\$ 1,277,800</u>	0.1%
Library Lease	<u>\$ 144,155</u>	<u>\$ 165,000</u>	<u>\$ 155,000</u>	<u>\$ 165,000</u>	0.0%
Total Non-Departmental	<u>\$ 9,299,504</u>	<u>\$ 10,220,100</u>	<u>\$ 10,210,100</u>	<u>\$ 9,038,800</u>	-11.6%



# Other Budgets

## **Lansing Entertainment & Public Facilities Authority (LEPFA)**

- Lansing Center
- Cooley Law School Stadium
- City Market

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

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

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

## **Downtown Lansing, Incorporated (DLI)**

## Lansing Center - LEPFA Operations

	Adopted 2015/2016 Budget	Adopted 2016/2017 Budget	Adopted 2017/2018 Budget
<b>REVENUES</b>			
Building Rental	\$ 941,000	\$ 959,708	\$ 999,000
Food Services	3,005,629	3,128,787	3,595,252
Food Services-Merchandise	1,000	1,000	0
Food Services-Vendor	13,500	10,062	11,505
Equipment Rental	517,603	569,087	798,600
Utilities	172,399	172,736	163,500
Signage/Promotions	5,000	10,000	15,000
Sponsorships	10,000	16,000	15,000
Security	52,742	71,736	75,280
Box Office	14,509	19,055	22,800
Labor/Service	220,503	220,544	272,378
Parking	10,800	16,000	16,200
Miscellaneous	16,153	16,153	15,840
Total Operating Revenues	<u>\$ 4,980,838</u>	<u>\$ 5,210,868</u>	<u>\$ 6,000,355</u>
<b>EXPENSES</b>			
Salaries/Wages	\$ 1,979,815	\$ 2,119,946	\$ 2,164,432
Fringes/Related Costs	648,873	722,663	774,174
Communications	17,761	9,228	9,228
Leases	39,724	30,724	11,543
Professional Services	300,089	323,227	328,227
Utilities	812,106	862,208	920,010
Marketing	64,899	66,171	70,000
Repairs/Maintenance	84,875	94,203	109,452
Supplies/Materials	92,471	94,119	99,788
Events	73,822	73,822	440,682
Security	44,386	44,386	50,180
Insurance/Bonding	74,363	75,316	66,782
Bad Debt	25,000	7,500	25,000
Depreciation	6,000	2,500	2,500
Food & Beverage Expense	1,762,456	1,753,687	1,945,046
Miscellaneous	80,000	80,559	97,321
Total Operating Expense	<u>\$ 6,106,639</u>	<u>\$ 6,360,260</u>	<u>\$ 7,114,365</u>
<b>Income/(Loss)</b>	<b>\$ (1,125,802)</b>	<b>\$ (1,149,392)</b>	<b>\$ (1,114,010)</b>
Interest of Bank Accounts	\$ 120	\$ 210	\$ 210
Sales/Marketing Reimbursement	300,000	321,000	390,000
	<u>\$ 300,120</u>	<u>\$ 321,210</u>	<u>\$ 390,210</u>
<b>Income/(Loss)</b>	<b>\$ (825,682)</b>	<b>\$ (828,182)</b>	<b>\$ (723,800)</b>
<b>City Contribution</b>	<b>\$ 825,682</b>	<b>\$ 828,182</b>	<b>\$ 723,800</b>

## Cooley Law School Stadium - LEPFA Operations

	Adopted 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget
<b>REVENUES</b>			
Misc	\$ 6,000	\$ 6,000	\$ 6,000
Total Operating Revenue	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
<b>EXPENSES</b>			
Salaries/Wages	\$ 55,755	\$ 56,319	\$ 56,288
Fringes/Related Costs	27,270	28,131	28,658
Communications	1,653	2,368	2,496
Professional Services	2,500	2,500	2,500
Utilities	141,628	147,263	161,129
Marketing	4,160	4,160	4,160
Repairs/Maintenance	41,042	55,937	65,852
Supplies/Materials	4,425	4,425	29,628
Concessions/Catering	-	6,650	6,650
Insurance/Bonding	24,444	24,444	24,444
Depreciation	1,800	1,800	1,800
Miscellaneous	29,045	21,395	21,395
<b>Income/(Loss)</b>	<u>\$ 333,722</u>	<u>\$ 355,392</u>	<u>\$405,000</u>
Interest Income			
<b>Income/(Loss)</b>	(327,722)	(349,392)	(399,000)
<b>City Contribution</b>	<b>\$ 327,722</b>	<b>\$ 349,392</b>	<b>\$399,000</b>

## Lansing City Market - LEPFA Operations

	Adopted 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget
<b>REVENUES</b>			
Building Rental	\$ 119,302	\$ 90,968	\$ 90,968
Equipment Rental	275	1,000	500
Utility Revenue	15,000	12,000	12,000
Miscellaneous Revenue	8,510	9,010	6,510
Total Operating Revenues	<u>\$ 143,087</u>	<u>\$ 112,978</u>	<u>\$ 109,978</u>
<b>EXPENSES</b>			
Salaries/Wages	\$ 64,635	\$ 66,125	\$ 67,974
Fringes/Related Costs	22,878	23,166	23,373
Communications	1,761	2,241	2,368
Professional Services	2,000	2,000	2,400
Utilities	68,719	68,371	69,122
Marketing	10,000	10,000	9,000
Repairs/Maintenance	6,093	6,858	6,512
Supplies/Materials	8,856	8,856	6,056
Insurance/Bonding	1,948	1,948	1,948
Depreciation	9,180	2,180	980
Miscellaneous	540	945	945
Total Operating Expense	<u>\$ 196,610</u>	<u>\$ 192,690</u>	<u>\$ 190,678</u>
<b>Income/(Loss)</b>	(53,523)	(79,712)	(80,700)
<b>City Contribution</b>	<b>\$ 53,523</b>	<b>\$ 79,712</b>	<b>\$ 80,700</b>

**LANSING ECONOMIC DEVELOPMENT CORPORATION  
FY 2017/2018 BUDGET**

Description	FY 2017/2018			
	FY 2015/2016 Actuals	FY 2016/2017 Budget	FY2016/2017 Projected	Proposed Budget
<b>General Operating Income</b>				
Brownfield Admin	\$ 92,891	\$ 81,982	\$ 92,959	\$ 95,373
City of Lansing Contract	170,000	170,000	170,000	270,000
Raddison Annual Payment	100,000	100,000	0	0
Annual Issuer's Fees	26,263	21,000	23,881	20,000
TIFA Admin	147,788	134,853	128,778	131,700
Arts & Culture Contract	130,000	130,000	130,000	150,000
Fund Balance	-	6,165	-	-
Loan Interest	8,705	6,500	6,500	5,000
Interest Income	4,833	1,500	4,531	2,000
Miscellaneous Revenue	0	50	0	50
<b>Total General Operating Income</b>	<b>\$ 680,480</b>	<b>\$ 652,050</b>	<b>\$ 556,650</b>	<b>\$ 674,123</b>
<b>Business Incubator Income</b>				
Fund Balance	\$ -	\$ 65,829	\$ -	\$ 55,376
Business Incubator Rental Income	42,455	50,228	43,545	47,062
Sponsorship Income	0	10,000	0	0
Runway Event Sponsorship	0	-	3,500	6,000
LEAP RIN Grant	5,000	-	3,000	-
MEDC Grant for Rent/Utilities	25,000	-	-	-
Autopay Bank Fees	60	-	-	-
Business Incubator Retail Commission	62	-	-	-
Application Fees	200	100	100	0
Event Income	828	600	1,310	0
Speaker Series Events	410	-	-	-
<b>Total Business Incubator Income</b>	<b>\$ 74,015</b>	<b>\$ 126,757</b>	<b>\$ 51,455</b>	<b>\$ 108,438</b>
<b>Total Income</b>	<b>\$ 754,495</b>	<b>\$ 778,807</b>	<b>\$ 608,105</b>	<b>\$ 782,561</b>

<b>General Operating Expenditures</b>				
Depreciation	\$ 28,553	\$ 28,553	\$ 28,553	\$ 28,553
Arts & Culture Grants	130,000	130,000	130,000	150,000
Contractual Services	516,895	519,000	519,000	520,823
Insurance & Bonds	1,896	2,000	2,000	2,100
Miscellaneous Operating	390	1,000	250	1,000
Bank Fees	14	50	50	200
<b>Total General Operating Expenditures</b>	<b>\$ 677,748</b>	<b>\$ 680,603</b>	<b>\$ 679,853</b>	<b>\$ 702,676</b>
Less Depreciation Expense	(28,553)	(28,553)	(28,553)	(28,553)
<b>Total General Operating Expenditures</b>	<b>\$ 649,195</b>	<b>\$ 652,050</b>	<b>\$ 651,300</b>	<b>\$ 674,123</b>

CONTINUED

<b>Business Incubator Expenditures</b>				
IPN Fees	\$ 53	\$ -	\$ -	\$ -
Bank Fees	\$ (4)	\$ -	\$ 300	\$ 300

**LANSING ECONOMIC DEVELOPMENT CORPORATION  
FY 2017/2018 BUDGET**

<u>Description</u>	FY 2015/2016	FY 2016/2017	FY2016/2017	FY 2017/2018
	Actuals	Budget	Projected	Proposed Budget
Contractual Services	3,186	10,000	7,932	7,932
Equipment	224	-	3,263	-
Equipment Maintenance	140	2,500	500	500
Utilities	14,792	27,000	17,000	17,000
Rent	48,942	49,657	49,657	50,506
Telephone/Communications	2,410	2,700	2,700	2,700
Marketing	-	-	-	-
Insurance	294	1,500	883	1,000
Mileage	106	-	-	-
Showroom Supplies	1,576	2,500	500	500
Software Subscriptions	7,271	6,900	3,912	4,000
Facilities Management (CBRE)	4,538	6,000	6,000	6,000
PT Salary Reimbursement	-	18,000	18,000	18,000
Visa Cashback	-	-	(177)	-
<b>Total Business Incubator Expenditures</b>	<b>\$ 83,528</b>	<b>\$ 126,757</b>	<b>\$ 110,470</b>	<b>\$ 108,438</b>
<b>Total Expenditures</b>	<b>\$ 761,276</b>	<b>\$ 807,360</b>	<b>\$ 790,323</b>	<b>\$ 811,114</b>
<b>Net Income</b>	<b>\$ (6,781)</b>	<b>\$ (28,553)</b>	<b>\$ (182,218)</b>	<b>\$ (28,553)</b>
<b>Add Back Depreciation Expense</b>	<b>\$ 28,553</b>	<b>\$ 28,553</b>	<b>\$ 28,553</b>	<b>\$ 28,553</b>
<b>Net Income</b>	<b>\$ 21,772</b>	<b>\$ -</b>	<b>\$ (153,665)</b>	<b>\$ -</b>

**LANSING BROWNFIELD REDEVELOPMENT AUTHORITY  
FY 2017/2018 BUDGET**

Description	FY 2015/2016	FY 2016/2017	FY	FY
	Actual	Adopted Budget	2016/2017 Projected	2017/2018 Proposed Budget
<b>Revenues</b>				
TAX REVENUE FOR BROWNFIELD RLF	\$ 318,783	\$ 402,355	\$ 467,447	\$ 523,820
PLAN 2 MOTOR WHEEL	223,638	194,932	284,651	166,231
PLAN 5 BTS	355,656	137,944	67,680	-
PLAN 9 SCHAFFER BAKERY	414	414	417	304
PLAN 12 PERCY BEAN	4,856	5,576	6,104	-
PLAN 14 PRUDDEN	54,193	54,356	53,955	54,457
PLAN 19 STYLELINE	5,566	7,903	7,854	8,691
PLAN 20 LORANN OILS	10,456	10,575	9,015	10,685
PLAN 21 DEVON SELF STORAGE (formerly WOLHE LBRA ADMIN	28,979	29,021	29,119	29,538
	92,891	81,982	92,959	121,214
PLAN 30 BROWNFIELD DEV SPEC	9,308	9,443	9,485	9,597
PLAN 23 STADIUM DISTRICT PARTNERS	112,462	104,779	109,434	218,992
PLAN 37 CEDAR ST SCHOOL	6,546	6,736	9,116	8,665
PLAN 40 POINT NORTH	20,843	16,343	24,221	24,716
PLAN 42 NU UNION	9,893	10,044	10,005	10,246
PLAN 8b JNL	141,012	151,662	104,453	105,407
PLAN 53 MICH AVE INVESTORS	18,136	38,846	25,861	39,047
PLAN 56 EMERGENT BIOSOLUTION	186,463	189,989	178,870	191,315
PLAN 52 MARKETPLACE PARTNER	-	-	157,676	153,973
PLAN 55A BALL PARK NORTH	-	-	-	240,380
PLAN 58 HIGH GRADE MATERIALS	-	-	-	16,123
PLAN 59 4000 N. GRAND	-	-	-	385
PLAN 60 RISE PROPERTIES	-	-	-	501,816
PLAN 61 FELDKOUTS	-	-	-	507
PLAN 62 OLIVER TOWERS	-	-	-	7,680
PLAN 63 2000 BLOCK	-	-	-	1,380
PLAN 65 SOUTH STREET	-	-	-	37
HAZ SUB-BROWNFIELD EPA (2015)	220,647	-	179,353	-
PETRO-BROWNFIELD EPA (2015)	62,625	-	37,375	-
HAZ SUB-BROWNFIELD EPA (2012)	2,306	-	-	-
PETRO-BROWNFIELD EPA (2012)	142	-	-	-
FEDERAL GRANTS (EPA BCRLF)	4,488	-	542,500	-
INTEREST INCOME	1,626	1,000	1,000	-
REVOLVING LOAN PAYBACK (Eyde 4000 N. Grand   3 Mills of SET STATE BRF	14,445	-	-	-
	-	-	-	38,444
FROM (TO) FUND BALANCE	-	(1,000)	(1,000)	-
	<b>\$ 1,906,375</b>	<b>\$ 1,452,900</b>	<b>\$ 2,407,549</b>	<b>\$ 2,483,651</b>

Continued

**LANSING BROWNFIELD REDEVELOPMENT AUTHORITY**  
**FY 2017/2018 BUDGET**

Description	FY 2015/2016	FY 2016/2017	FY	2017/2018
	Actual	Adopted Budget	2016/2017 Projected	Proposed Budget
<b>Expenditures</b>				
HAZ SUB BROWNFIELD EPA (2015)	\$ 220,647	\$ -	\$ 179,353	\$ -
PETRO BROWNFIELD EPA (2015)	62,625	-	37,375	-
HAZ SUB BROWNFIELD EPA (2012)	2,306	-	-	-
PETRO BROWNFIELD EPA (2012)	142	-	-	-
ADMINISTRATION EXPENSES TO EDC	92,891	81,982	92,959	121,214
BAD DEBT	(1,467)	-	-	-
BROWNFIELD REVOLVING LOAN FUND	635,827	402,355	463,504	523,820
CAPITAL OUTLAY/CONSTRUCTION (EPA BCRLF)	4,488	-	542,500	-
PLAN 2 MOTOR WHEEL	223,638	194,932	254,098	166,231
PLAN 9 SCHAFFER BAKERY	414	414	417	304
PLAN 12 PERCY BEAN	4,856	5,576	6,054	-
PLAN 14 PRUDDEN	54,193	54,356	53,955	54,457
PLAN 19 STYLELINE	5,566	7,903	7,854	8,691
PLAN 20 LORANN OILS	10,456	10,575	8,710	10,685
PLAN 21 DEVON STORAGE (formerly WOHLERT)	28,979	29,020	29,119	29,538
PLAN 23 STADIUM PTR	112,462	104,779	109,179	218,992
PLAN 30 BROWNFIELD DEV SPECIALISTS	9,308	9,443	9,484	9,597
PLAN PLAN 37 CEDAR ST SCHOOL	6,546	6,736	9,104	8,665
PLAN 40 POINT NORTH	20,843	16,343	24,203	24,716
PLAN 42 NU UNION	9,893	10,044	10,005	10,246
PLAN 8b JNL	141,012	151,662	104,453	105,407
PLAN 53 MICH AVE INVESTORS	-	38,846	-	39,047
PLAN 56 EMERGENT BIOSOLUTION	186,463	189,989	178,870	191,315
PLAN 52 MARKETPLACE PARTNER	-	-	157,676	153,973
PLAN 55A BALL PARK NORTH	-	-	-	240,380
PLAN 58 HIGH GRADE MATERIALS	-	-	-	16,123
PLAN 59 4000 N. GRAND	-	-	-	385
PLAN 60 RISE PROPERTIES	-	-	-	501,816
PLAN 61 FELDKOUTS	-	-	-	507
PLAN 62 OLIVER TOWERS	-	-	-	7,680
PLAN 63 2000 BLOCK	-	-	-	1,380
PLAN 65 SOUTH STREET	-	-	-	37
3 Mills of SET STATE BR	-	-	-	38,444
OP TFR PARKING SYSTEM/BTS LOAN REPAYMEN	355,656	137,944	67,680	-
	<b>\$ 2,187,747</b>	<b>\$ 1,452,900</b>	<b>\$ 2,346,551</b>	<b>\$ 2,483,651</b>



**TAX INCREMENT FINANCE AUTHORITY  
FY 2017/2018 BUDGET**

<u>Description</u>	FY		FY	
	FY	2016/2017	FY	2017/2018
	2015/2016	Amended	2016/2017	Adopted
	Actual	Budget	Projected	Budget
<b>Revenues</b>				
PROPERTY TAX LEVY	\$ 2,949,865	\$ 2,697,060	\$ 2,569,313	\$ 2,634,000
PROPERTY TAX LEVY-SCHOOL	3,309	3,494		3,300
PROPERTY TAX PENALTY AND INTEREST	2,590	2,752		2,500
INTEREST INCOME	5,790	-		-
INTEREST INCOME - RESTRICTED	-	-		-
FROM FUND BALANCE	-	1,843,808		1,941,383
	<b>\$ 2,961,555</b>	<b>\$ 4,547,114</b>	<b>\$ 2,569,313</b>	<b>\$ 4,581,183</b>
<b>Expenditures</b>				
MISCELLANEOUS OPERATING	\$ 147,788	\$ 134,853	\$ 128,466	\$ 131,700
LEASES	-	3,385,000	3,385,000	3,430,000
DEBT SERVICE-TIFA COURTS	573,537	572,945	572,945	571,413
DEBT SERVICE-TIFA CONV CNTR	2,288,570	448,070	448,070	448,070
	<b>\$ 3,009,895</b>	<b>\$ 4,540,868</b>	<b>\$ 4,534,481</b>	<b>\$ 4,581,183</b>
<b>Beginning Fund Balance:</b>	<b>\$ 4,766,996</b>	<b>\$ 4,718,656</b>	<b>\$ 4,718,656</b>	<b>\$ 2,753,489</b>
Surplus/(Deficit)	\$ (48,340)	\$ (1,837,562)	\$ (1,965,167)	\$ (1,941,383)
<b>Ending Fund Balance</b>	<b>\$ 4,718,656</b>	<b>\$ 2,881,094</b>	<b>\$ 2,753,489</b>	<b>\$ 812,106</b>
<b>Less: Ending Restricted Fund Balance</b>	<b>\$ (980,611)</b>	<b>\$ (532,541)</b>	<b>\$ (532,541)</b>	<b>\$ (84,471)</b>
<b>Ending Unrestricted Fund Balance</b>	<b>\$ 3,738,045</b>	<b>\$ 2,348,553</b>	<b>\$ 2,220,948</b>	<b>\$ 727,635</b>
<hr/>				
<b>Restricted Revenues</b>				
INTEREST INCOME - RESTRICTED	\$ 856	\$ -	\$ -	\$ -
<hr/>				
<b>Expenditures</b>				
DEBT SERVICE-TIFA CONV CNTR	\$ 448,570	\$ 448,070	\$ 448,070	\$ 448,070
<b>Beginning Fund Balance Reserved for Debt Service</b>	<b>\$ 1,428,325</b>	<b>\$ 980,611</b>	<b>\$ 980,611</b>	<b>\$ 532,541</b>
Surplus/(Deficit)	\$ (447,714)	\$ (448,070)	\$ (448,070)	\$ (448,070)
<b>Ending Fund Balance Reserved for Debt Service</b>	<b>\$ 980,611</b>	<b>\$ 532,541</b>	<b>\$ 532,541</b>	<b>\$ 84,471</b>

**City of Lansing**  
**Fiscal Year July 1, 2017 - June 30, 2018**  
**Downtown Lansing Incorporated Special Revenue Fund**  
**(formerly Principal Shopping District)**

	FY 2016 <u>Actual</u>	FY 2017 Adopted <u>Budget</u>	FY 2017 <u>Projected</u>	FY 2018 <u>Proposed</u>	% Change FY17 Adopted <u>FY18 Proposed</u>
<b>Beginning Fund Balance</b>	21,383	17,712	17,712	21,591	
<b><u>Revenues</u></b>					
Special Assessments	396,298	399,000	407,160	407,000	2.0%
Grants	10,000	10,000	10,000	10,000	0.0%
Miscellaneous	281,050	258,300	230,301	339,500	31.4%
Transfer from General Fund	69,380	133,400	133,400	221,000	65.7%
<b>Total Revenues</b>	<u>756,728</u>	<u>800,700</u>	<u>780,861</u>	<u>977,500</u>	22.1%
<b><u>Expenditures</u></b>					
Personnel	161,814	168,977	164,212	166,197	
Operating	598,585	631,723	612,769	811,303	
<b>Total Expenditures</b>	<u>760,399</u>	<u>800,700</u>	<u>776,981</u>	<u>977,500</u>	22.1%
 Fund Balance Increase/(Decrease)	 (3,671)	 -	 3,879	 -	
<b>Ending Fund Balance</b>	17,712	17,712	21,591	21,591	90.0%

# **Fiscal Year 2018 Capital Improvement Plan**

FY 2018 City-Wide Capital Improvement Program

Project	FY 2018 Appropriation	Funding Sources										
		General Fund	Parks Millage	Street Funds	Parking Fund	Sewer Fund	Fleet Fund	Grants/Trusts	Bonds/Loans/Spec. Assess.	Refuse/Recycling		
<b>General Facilities</b>												
Facility Needs	400,000	400,000										
Subtotal	400,000	400,000										
<b>Technology/Equipment</b>												
Public Education & Gov't (PEG) Capital Improvements	300,000	300,000										
Police Department Technology	85,000	85,000										
Self-Contained Breathing Apparatus/Scott Tanks	100,000	100,000										
Stadium Turf Equipment	45,000	45,000										
Lansing Center Equipment	55,000	55,000										
Subtotal	585,000	585,000										
<b>Planning &amp; Neighborhood Development</b>												
Lot 8 Alley	10,000			10,000								
Lot 21/37 Resurfacing/Drainage System Replacement	300,000			300,000								
LED Lighting - North Capitol Ramp	96,000			96,000								
Concrete Replacement - N. Grand and N. Capitol Ramps	18,000			18,000								
North Grand Ramp Restoration	500,000			500,000								
Ramp Paystation Equipment	287,000			287,000								
North Capitol Ramp Storefront Upgrades	100,000			100,000								
Townsend Ramp Storm Pipe Repairs	10,000			10,000								
Townsend Ramp Electrical Panels and Circuit Breakers	298,000			298,000								
Smart Credit Card Onstreet Parking Meters	250,000			250,000								
Various Parking System Repairs	278,000			278,000								
Subtotal	2,147,000				2,147,000							
<b>Parks &amp; Recreation</b>												
Grant Match Funds	150,000			150,000								
Parking Lot Repair/Paving	290,000			290,000								
Citywide Repair & Maintenance	300,000			300,000								
Hunters Ridge Park Improvements	25,000			25,000								
Groesbeck Golf Course Event Patio and Canopy	75,000			75,000								
Subtotal	840,000			840,000								
<b>Public Service</b>												
Sidewalk/Roads (6-year funding), voter-backed financing	11,000,000										11,000,000	
Sidewalk Repair	1,100,000	1,000,000		100,000								
Sidewalk Gap Closure	220,000			220,000								
Major Maintenance	1,500,000			1,500,000								
Surface Transportation Program	2,480,000			1,000,000						1,480,000		
Bike Lanes	350,570			80,000						270,570		
US-127 Pathways	165,000			165,000								
FY 2018 Millage Paving Projects	300,000			300,000								
Grand River and Washington Intersection Reconfiguration	368,330			140,000						228,330		
Commodity Scale Replacement	125,000	25,000		65,000					10,000			25,000
Aggregate Bins	125,000			90,000					25,000			
Liquid Storage De-icing Materials	10,000			10,000								
Truck Washing Upgrades and Storm Water Management	180,000	40,000		75,000					25,000			30,000
City Share of Sanitary Sewers	1,000,000								1,000,000			
Wastewater Drying Bed	300,000			300,000					300,000			
Wastewater Digester Remediation	500,000			500,000					500,000			
High Efficiency Process Blower	350,000			350,000					350,000			
Wet Weather Control Plan	135,000			135,000					135,000			
Willard Ave Pump Station Upgrades	250,000			250,000					250,000			
Stormwater, Asset Management, and Wastewater Grant	2,000,000									2,000,000		

FY 2018 City-Wide Capital Improvement Program

Project	FY 2018 Appropriation	Funding Sources												
		General Fund	Parks Millage	Street Funds	Parking Fund	Sewer Fund	Fleet Fund	Grants/ Trusts	Bonds/ Loans/ Spec. Assess.	Refuse/ Recycling				
East Jolly Rd Pump Station Wet Well Rehabilitation	160,000					160,000								
Vehicle Replacement	350,000					350,000								
Subtotal	22,968,900	1,065,000	20,000	3,745,000	-	3,105,000	-	3,978,904	11,000,000					55,000
<b>Fleet Services</b>														
Vehicle & Equipment Purchases	1,000,000									1,000,000				
	1,000,000									1,000,000				
Total Capital Projects - FY 2017/2018	27,940,900	2,050,000	860,000	3,745,000	2,147,000	3,105,000	1,000,000	3,978,904	11,000,000					55,000

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# FISCAL YEAR 2018 CAPITAL IMPROVEMENT PROJECTS

## FACILITIES

### Facility Needs

Funding for facility needs for City Hall and other various city facilities, as well as planning for future facility locations.

## TECHNOLOGY & EQUIPMENT

### Office of Community Media – Public Education & Government (PEG) Restricted Funds

The restricted PEG capital funds for equipment upgrades for the Office of Community Media for the PEG network, including City Council chambers

### Police Department Technology

Police Department equipment and records management software

### Self-Contained Breathing Apparatus/Scott Tanks

First phase for replacement of Fire Department self-contained breathing apparatus and Scott tanks

### Stadium Turf Equipment

Purchase/replacement of turf maintenance equipment for the newly-installed field turf at Cooley Law School Stadium

### Lansing Center Equipment

Operational equipment purchases and repairs, including internal digital signage

# FISCAL YEAR 2018 CAPITAL IMPROVEMENT PROJECTS

## PLANNING & NEIGHBORHOOD DEVELOPMENT

### Lot 8 Alley

Repair and resurfacing of Lot 8

### Lot 21/37 Resurfacing/Drainage System Replacement

Repair, resurfacing, and drainage improvements to Lots 21 and 37

### North Capitol Ramp LED Lighting Upgrades

Purchase and installation of LED lighting in the North Capitol ramp for energy efficiency and lighting enhancement

### North Grand and North Capitol Ramp Concrete Replacement

Repair and replacement of concrete and North Grand Ramp and North Capitol Ramp exits and entrances

### North Grand Ramp Restoration

Restoration of decks, walls, joints and beams for the North Grand Ramp

### Ramp Paystation Equipment

Replacement of ramp pay station equipment

### North Capitol Ramp Storefront Upgrades

Replacement of interior storefront entrances for the North Capitol Ramp

### Townsend Ramp Storm Pipe Repairs

Rerouting of Townsend Ramp storm piping to route water away from elevator area

### Townsend Ramp Electrical Panels and Circuit Breakers

Replacement of electrical panels and circuit breaker

### Smart Credit Card Onstreet Parking Meters

Replacement of onstreet parking coin-operating meters with smart credit card readers on the core downtown area

## PARKS AND RECREATION

### Grant Match Funds

Matching used for parks and recreation grant opportunities

### Parking Lot Repair/Paving

Parking/drive repairs for community centers and parks

### City Wide Repair and Maintenance

Funding for repairs and maintenance needs throughout the Lansing parks system.



## FISCAL YEAR 2018 CAPITAL IMPROVEMENT PROJECTS

### Hunters Ridge Park Improvements

Construction of creek crossing at Hunters Ridge Park, as well as signage

### Groesbeck Golf Course Canopy

Construction of patio and permanent canopy at Groesbeck golf course for events

## **PUBLIC SERVICE**

### Sidewalk/Roads (6-year funding), voter-backed financing

Approximately \$11 million in sidewalks and road improvements, funded by debt proceeds and backed by a voter-approved 1.0 dedicated millage, outside of the city's operating levy, for additional sidewalk and road funding. While this additional funding will make a significant impact for the walkability within the city.

### Sidewalk Repairs

This request will fund repair of the some of the existing sidewalk network. Property owners are assessed for a portion of the work, consistent with the City ordinance.

### Sidewalk Gap Closure

Installation of new sidewalk along high priority major street corridors, consistent with the Gap Closure Report originally created in 2005

### Major Maintenance – Major and Local Streets

Repairs to the street network.

### Surface Transportation Program (STP) Federal Aid Project

City's share of costs for federally funded Surface Transportation Program (STP) projects. Recipients of STP funds are obligated to pay for all of the engineering costs and 20% of the construction costs. This funding will provide the engineering and match funds reconstruction of Jolly Rd. between Martin Luther King Junior Boulevard and Pleasant Grove and on Pennsylvania Ave. between Jolly and Cavanaugh in FY 2018. This request will also fund the design engineering funds for FY 2019 STP projects that have yet to be determined.

### Bike Lanes

Engineering and construction for the reconfiguration of the Shiawassee Street to accomodate bike lanes. Also, construction of a pathway through school properties, a bike route on Fernwood, pathway on Howard, sidewalk and bike lanes on Vine Street.

### US-127 Pathways (Bear Lake and Forest Akers sections)

To provide funding for the construction of an extension of the regional trail network through Michigan State University's Bear Lake naturalized area, Lansing School District's Beekman Center and Michigan State University's Forest Akers West Golf Course.

## **FISCAL YEAR 2018 CAPITAL IMPROVEMENT PROJECTS**

### FY 2018 Millage paving projects

Allocation of the FY 2018 of the Road millage for local street paving projects

### Grand River and Washington Intersection Reconfiguration

This request will provide funding for design engineering and construction match of federal funding for the removal of the traffic signal and reconfiguration of the intersection as a two-way stop or roundabout.

### Commodity Scale replacement

This request would provide funding for a commodity scale to replace the existing failed scale. The City performs a number of functions that require an accurate vehicle scale to determine quantities of commodities used, received, or sold to external and internal entities.

### Aggregate Bins

This would provide funding for the acquisition of aggregate bins. The Michigan Department of Environmental Quality requires that all aggregates, asphalts and ferrous materials be stored under cover to prevent storm water run-off into the waterways in the State.

### Liquid Storage de-icing materials

This request would provide funding to fulfill the storage needs required for liquid de-icing materials for winter maintenance. The city is currently in the process of purchasing two new Winter Operations Trucks that will be outfitted with liquids application ability. This additional equipment will improve winter operations response and ability. Liquids work faster and at lower temperatures and as we update the fleet, liquids will be a large part of winter operations. Proper storage facilities are required.

### Truck Washing Upgrades and related Storm Water Management Improvements

This would provide funding to remove and replace existing truck wash and improve site drainage management. The city is obligated to comply with our Storm Water Permit requirements. The O&M Campus is currently out of compliance and this effort will vastly improve the equipment wash bay and storm water management on campus. Moreover the equipment care and maintenance that is lacking currently due to poor washing facilities will be vastly improved as we are able to routinely wash and clean day-to-day equipment and tools. The appearance of un-kept/un-washed vehicles and equipment shed a poor light on the city and the employees responsible for caring for that equipment. If we have a proper washing bay the equipment will last longer, look better and the employees will improve their efforts in the area of taking care of equipment.

### City Share of Sanitary Sewers

Capital improvements to the aging sanitary sewer collection system. The work is primarily related to repairing existing sewers.

## FISCAL YEAR 2018 CAPITAL IMPROVEMENT PROJECTS

### Wastewater Drying Bed

Funds would be used to construct a drying bed with underdrain on the plant grounds. Project will also provide paving for approaches to the drying bed. The drying bed is used by both O&M (for sewer cleaning) and the WWTP. The current drying bed was not designed as such and drains very poorly. In addition, significant grit escapes and enters the plant recycle area, causing operational problems. There are also occasional storm drain contamination events caused by the design of the current drying bed. The proposed project will eliminate these problems and improve operations in two functional areas.

### Wastewater Digester Remediation

This request would provide funding to remove and dispose of contaminated liquids and sludges in 5 moth-balled digesters. Moth-balled digesters are filled with contaminated sludge and liquids, some hazardous. Removing the materials will also allow the digesters to be rehabilitated for use as sludge storage or treatment containers. This request will allow the City to begin the project.

### High Efficiency Process Blower

This funding request is to provide for the replacement one aging process blower in the north plant with a newer design, high efficiency blower sized for current air flow requirements.

### Wet Weather Plan

This request will fund CSO separation of Shiawasse St. between Capitol and Grand in conjunction with a streetscape project by Lansing Community College.

### Willard Ave. Pump Station Upgrades

The Willard Ave. Pump Station is over thirty years old and in need of upgrades. These upgrades will improve the capacity, efficiency and overall reliability of the station in anticipation of development that is tributary to the station.

### Stormwater, Asset Management and Wastewater Grant Activities

The City received a \$2.0 million Storm water, Asset Management and Wastewater (SAW) grant in fall of 2016. This request would fund the grant eligible activities such as asset inventory and condition assessment of the sanitary sewer system and development and implementation of an asset management plan and system. Implementation of the asset management plan will be a mandated requirement of our NPDES permit.

### East Jolly Road Pump Station Wet Well Rehabilitation

The East Jolly Road wet well is severely degraded. Consulting engineers assessed the condition of the concrete and found areas of severe concrete loss. This request would fund structural lining of the damaged area.

## FISCAL YEAR 2018 CAPITAL IMPROVEMENT PROJECTS

### Vehicle Replacement

Replacement of equipment and vehicles that are too costly to maintain; frequency of replacement of vehicles and equipment is determined by calculations utilizing maintenance records, critical component failure, and resale value.

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# **Fiscal Year 2018 Proposed Fee Changes**

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**FY 2017/2018 FEE CHANGES**

*Anticipated Revenues Have Been Incorporated Into Fund Estimates*

	<b>From Current <u>FY 2017</u></b>	<b>To Adopted <u>FY 2018</u></b>	<b>Fund</b>
<b>City Clerk's Office</b>			
Data Request - Voter Information - Labels	new	\$10.00 setup fee + \$0.40/label	
Data Request - Voter Information - Printed Report	new	\$10.00 setup fee + \$0.25/page	
Data Request - Voter Information - Email	new	\$10.00 setup fee + \$.001/voter name	
Data Request - Voter Information - Daily AV Report	new	\$0.55/page	
<b>Fire Department - Code Compliance</b>			
Home Occupation Initial Registration Fee	new	\$ 265.00	General Fund
Home Occupation Inspection Fee	new	\$ 215.00	General Fund
<b>Parks &amp; Recreation Department</b>			
Tot Time Drop in fee	\$ 1.00	\$ 2.00	General Fund
Dedicated Wireless service - Riverfront Park: Per hour/Per Event	new	\$ 100.00	General Fund
Valentines Dances	\$ 8.00	\$ 9.00	General Fund
Family Scavenger Hunt	new	\$ 50.00	General Fund
Gym Full Court, non-athletic, Gier gym, Resident	\$ 35.00	\$ 45.00	General Fund
Gym Full Court, non-athletic, Gier gym, Non-resident	\$ 40.00	\$ 50.00	General Fund
Gym Full Court, non-athletic, Letts gym, Resident	\$ 25.00	\$ 35.00	General Fund
Gym Full Court, non-athletic, Letts gym, Non-resident	\$ 30.00	\$ 40.00	General Fund
Gym Full Court, non-athletic, Foster gym, Resident	\$ 15.00	\$ 25.00	General Fund
Gym Full Court, non-athletic, Foster gym, Non-resident	\$ 20.00	\$ 30.00	General Fund
Little Sluggers Baseball, Resident	\$ 25.00	\$ 30.00	General Fund
Little Sluggers Baseball, Non-resident	\$ 30.00	\$ 35.00	General Fund
Mens' Age 50+ Basketball	\$ 200.00	\$ 225.00	General Fund
High School Fast-Pitch Softball	\$ 300.00	\$ 325.00	General Fund
Age 70+ Senior Softball	\$ 200.00	\$ 225.00	General Fund
Todd Martin Youth Leadership, Tutoring, Fall, age 8-18, Resident	new	\$ 65.00	General Fund
Todd Martin Youth Leadership, Tutoring, Fall, age 8-18, Non-resident	new	\$ 95.00	General Fund
Todd Martin Youth Leadership, Tutoring, Winter, age 8-18, Resident	new	\$ 65.00	General Fund
Todd Martin Youth Leadership, Tutoring, Winter, age 8-18, Non-resident	new	\$ 95.00	General Fund
Todd Martin Youth Leadership, Tutoring, Spring, age 8-18, Resident	new	\$ 65.00	General Fund
Todd Martin Youth Leadership, Tutoring, Spring, age 8-18, Non-resident	new	\$ 95.00	General Fund
Todd Martin Youth Leadership, Tutoring, Summer, age 8-18, Resident	new	\$ 45.00	General Fund
Todd Martin Youth Leadership, Tutoring, Summer, age 8-18, Non-resident	new	\$ 65.00	General Fund
Rivertrail Rental Fee, per event	\$ 100.00	\$ 125.00	General Fund
<b>Planning &amp; Neighborhood Development Department - General Fund</b>			
Payment in Lieu of Taxes (PILOT) Processing Fee	New	\$ 1,500.00	General Fund
<b>Planning &amp; Neighborhood Development Department - Building Safety Fund</b>			
Building Permit - Minimum Permit Amount	\$ 90.00	\$ 100.00	Building Safety Func
Commercial Plan Review (percent of Building Permit fee)	55%	56%	Building Safety Func



**FY 2017/2018 FEE CHANGES**

*Anticipated Revenues Have Been Incorporated Into Fund Estimates*

	<b>From Current <u>FY 2017</u></b>	<b>To Adopted <u>FY 2018</u></b>	<b><u>Fund</u></b>
Plumbing Permit Base Fee	\$ 90.00	\$ 100.00	Building Safety Func
Mechanical Permit Base Fee	\$ 90.00	\$ 100.00	Building Safety Func
Electrical Permit Base Fee	\$ 90.00	\$ 100.00	Building Safety Func
Sign Permit - Minimum Permit Amount	\$ 125.00	\$ 135.00	Building Safety Func
Demolition Permit - Minimum Permit Amount	\$ 90.00	\$ 100.00	Building Safety Func

**Planning & Neighborhood Development Department - Parking Fund**

Parking Fines	\$0.25 increase	Parking Fund
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