



**AGENDA**  
**Committee on Ways and Means**  
**Monday, November 22, 2010 @ 12:45 p.m.**  
**Tenth Floor Conference Room – City Hall**

Councilmember Carol Wood, Chair  
Councilmember Eric Hewitt, Vice Chair  
Councilmember Tina Houghton, Member

**I. Call To Order**

**II. Roll Call**

**III. Approval of Minutes**

- October 25, 2010

**IV. Public Comment**

**V. Discussion/Action**

1. Budget Transfers:

- Grant from the Office on Violence Against Women to the Ingham County Prosecutor's Office for the Domestic Assault Response Team
- Justice Assistance Grant from the US Department of Justice for LPD to Purchase CSI and Field Investigation Cameras and Other Resources
- Victims of Crime Act Grant Revenues from the US Department of Justice Awarded to Capital Area Response Effort Program for Support and Counsel to Victims of Domestic Violence

2. City of Lansing General Fund Status Report for Fiscal Year 2011 - 1<sup>st</sup> Quarter

3. Update from the Internal Auditor on Budget Policies for Fiscal Year 2010-2011

**VI. Adjourn**

**VII. Pending**

- Local preference ordinance
- Update on IRS New Rules on Tax Increase Prevention & Reconciliation Act
- Waste Management on Recycling and Refuse
- Report on the Single Stream Recycling & Waste Management Review

BY THE COMMITTEE ON WAYS & MEANS  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

That the following FY 2011 transfer be approved:

State/Federal Programs  
District Court  
Domestic Abuse Response Team (DART) Grant

\$ 113,806.00 from County Reimbursement	273.0.527000.17942
\$ 105,376.00 to DART Wages – Temp Help	273.343201.707000.17942
\$ 8,430.00 to DART Fringe Benefits	273.343201.715000.17942

(To provide for a biennial renewable county administered [county prosecutor] federal reimbursement grant to the Lansing 54A District Court for the Domestic Abuse Response Team. A full-time special probation officer is assigned to a pro-arrest domestic violence group to address violence against women. The grant project will operate from October 1, 2010 to September 30, 2012.)



**OFFICE OF THE MAYOR**

9th Floor, City Hall  
124 W. Michigan Avenue  
Lansing, Michigan 48933-1694  
(517) 483-4141 (voice)  
(517) 483-4479 (TDD)  
(517) 483-6066 (Fax)

Virg Bernero, Mayor

TO: City Council President A'Lynne Robinson and Council Members  
FROM: Mayor Virg Bernero  
DATE: November 10, 2010  
RE: Budget Transfer— Grant from the Office on Violence Against Women  
to the Ingham County Prosecutor's Office for the Domestic Assault Response Team

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The attached correspondence is forwarded for your review and appropriate action.

VB/rh  
Attachment

**BUDGET TRANSFER**

**FY2011**

Prepared by: RJB  
Transfer #11-000

Administrative       Appropriations  
 Executive             Change of Intent  
 Personnel             Other Costs       Equipment  
 Capital Projects       Debt Service       Operating Transfer

Returned to Department for signature on: 10/28/10

TRANSFER FROM: **ST/FED PROGRAMS**  
SOURCE: **DOMESTIC ABUSE RESPONSE TEAM – COUNTY CONTRACT**

Order	Account Number(s)	Title	Request	Available Balance	as of:
	273.0.527000.17942	County Reimbursement	\$ 113,806.00	\$ NA	10/21/10

EXPLANATION: The Office on Violence Against Women, US Department of Justice, awarded to the Ingham County Prosecutor's Office a two-year grant (10/01/10 - 9/30/12) to address the issues of domestic violence as serious violations of criminal law. Encourages arrest policies in Intimate Partners Violence-type cases. USDOJ award # 2010-WE-AX-0024.

TRANSFER TO: **ST/FED PROGRAMS**  
SUBJECT: **DOMESTIC ABUSE RESPONSE TEAM – COUNTY CONTRACT**

Order	Account Number(s)	Title	Request	Available Balance	as of:
	273.132201.707000.17942	Wages – Temporary Help	\$ 105,376.00	\$ 0.00	10/21/10
	273.132201.715000.17942	Fringe Benefits	\$ 8,430.00	\$ 0.00	10/21/10
		Total	\$ 113,806.00		

EXPLANATION: The Ingham County Prosecutor's Office administers the Domestic Assault Response Team (DART) under terms of federal law and the grant. Probation officers are a critical part of the approach which encourages arrest policies and other law enforcement actions to combat the problem of domestic abuse. The County contracted with the District Court 54-A for the 100%-reimbursed hire of a fulltime special probation officer (full salary and partial-pay benefits). The project period and county contract with the court are effective from October 1, 2010 to September 30, 2012.

The proposed transfer x has not resulted from or will not result in a material change in scope of services.  
 represents a material change in scope of services.

REQUESTED BY: *Andria Q. Brewer*  
Department Director

DATE: 10-28-10

APPROVED BY: *[Signature]*  
Executive Assistant to Mayor

DATE: 10/28/10

Approved by Ways & Means \_\_\_\_\_ Approved by Council: \_\_\_\_\_ Resolution # \_\_\_\_\_

BY THE COMMITTEE ON WAYS & MEANS  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

That the following FY 2011 transfers be approved:

State/Federal Programs

Police

Justice Assistance Grant (2010 JAG)

\$ 156,836.00 from Federal Revenue

273.0.527001.17663

\$ 25,000.00 to Miscellaneous Operating

273.343251.741000.17663

\$ 117,851.00 to Equipment

273.343251.977000.17663

\$ 13,985.00 to Ingham Co Evidence Program 273.343251.977101.17663

(To appropriate US Department of Justice, Bureau of Justice Assistance technology and equipment resources [per the federal 2010 JAG grant] for Lansing Police Department programs and for the Ingham County evidence program. The project covers the period of October 1, 2009 to September 30, 2013.)



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(517) 483-6066 (Fax)

Virg Bernero, Mayor

TO: City Council President A'Lynne Robinson and Council Members  
FROM: Mayor Virg Bernero  
DATE: November 10, 2010  
RE: Budget Transfer— Justice Assistance Grant from the US Department of Justice  
for LPD to Purchase CSI and Field Investigation Cameras and Other Resources

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The attached correspondence is forwarded for your review and appropriate action.

VB/rh  
Attachment

**BUDGET TRANSFER**

**FY2011**

Prepared by: RJB  
Transfer #11-000

Administrative       Appropriations  
 Executive             Change of Intent  
                           Personnel             Other Costs       Equipment  
                           Capital Projects       Debt Service       Operating Transfer

Returned to Department for signature on: 10/17/10

**TRANSFER FROM: ST/FED PROGRAMS**  
**SOURCE: 2010 JUSTICE ASSISTANCE GRANT**

Order	Account Number(s)	Title	Request	Available Balance	as of:
	273.0.527001.17663	Estimated Federal Revenue	\$ 156,836.00	\$ NA	10/17/10

**EXPLANATION:** The Justice Assistance Grant 2010 (regular JAG 2010) was awarded by the US Department of Justice, Bureau of Justice Assistance, Office of Justice Programs in August 2010 (Project 2010-DJ-BX-0981). The total 100% federal grant award (zero local match) amounts to \$156,836, to be shared \$142,841 Lansing Police Department (LPD) and \$13,995 Ingham County Sheriff Department. The multi-year project period is four years, 10/01/09 to 9/30/2013.

**TRANSFER TO: ST/FED PROGRAMS**  
**SUBJECT: 2010 JUSTICE ASSISTANCE GRANT**

Order	Account Number(s)	Title	Request	Available Balance	as of:
	273.343251.741000.17663	Miscellaneous Operating	\$ 25,000.00	\$ 0.00	10/17/10
	273.343251.977000.17663	Equipment	\$ 117,851.00	\$ 0.00	10/17/10
	273.343251.960002.17663	Ingham County Evidence Program	\$ 13,985.00	\$ 0.00	10/17/10
		Total	\$ 156,836.00		

**EXPLANATION:** The federal JAG grant program is a continuing (annually-renewing), broad-reaching criminal justice and law enforcement program for state, tribe, and local governments. The program is designed to foster cooperation among local law enforcement agencies with common or closely-linked areas of jurisdiction and shared interests.

The grant provides LPD with resources for a performance CSI camera and several field investigation cameras (\$14,000), the DIVE recovery program (\$10,000), the video communications transition from DSL to fiber optics (\$14,000), a third access site equipped with a patrol server (this one in City Hall basement - \$12,000), network email software enhancement (\$7,500), the completion of the impound vehicle evidence storage facility (\$ 74,351), and computers, a TRV hydraulic lift device, an internal-PSU tracking system, and K9 bite sleeves (\$11,000 various). The grant also provides resources for evidence equipment, supplies, and materials for the Ingham County Sheriff Department.

The proposed transfer  has not resulted from or will not result in a material change in scope of services.  represents a material change in scope of services.

REQUESTED BY: [Signature] Chief Teresa Szymanski  
Department Director

DATE: 10/14/10

APPROVED BY: [Signature]  
Executive Assistant to Mayor

DATE: 11/8/10

Approved by Ways & Means \_\_\_\_\_ Approved by Council: \_\_\_\_\_ Resolution # \_\_\_\_\_

BY THE COMMITTEE ON WAYS & MEANS  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

That the following FY 2011 transfer be approved:

State/Federal Programs  
Police  
VOCA-CARE Crime Victims Grant

\$ 125,204.00 from Federal Revenue	273.0.501210.17941
\$ 115,564.00 to CARE Wages – Temp Help	273.343201.707000.17941
\$ 8,840.00 to CARE Fringe Benefits	273.343201.715000.17941
\$ 800.00 to CARE Miscellaneous Operating	273.343201.741000.17941

(To provide for an annual renewable state administered federal grant to the Lansing Police Department for the Victims of Crime Act, Capital Area Response Effort [CARE] domestic abuse counseling program. Trained volunteer response teams provide counseling and other assistance to victims in the greater Lansing area. Volunteer time is valued as soft match for the federal grant. The grant project will operate from October 1, 2010 to September 30, 2011.)



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Virg Bernero, Mayor

TO: City Council President A'Lynne Robinson and Council Members

FROM: Mayor Virg Bernero

DATE: November 10, 2010

RE: Budget Transfer— Victims of Crime Act Grant Revenues from the US  
Department of Justice Awarded to Capital Are Response Effort Program for Support and  
Counsel to Victims of Domestic Violence

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The attached correspondence is forwarded for your review and appropriate action.

VB/rh  
Attachment

**BUDGET TRANSFER**

**FY2011**

Prepared by : RJB  
Transfer #11-000

Administrative       Appropriations  
 Executive             Change of Intent  
 Personnel             Other Costs       Equipment  
 Capital Projects       Debt Service       Operating Transfer

Returned to Department for signature on: 10/21/10

**TRANSFER FROM:** ST/FED PROGRAMS  
**SOURCE:** VOCA-CARE 2010/2011

Order	Account Number(s)	Title	Request	Available Balance	as of:
	273.0.501210.17941	Estimated Federal Revenue	\$ 125,204.00	\$ NA	10/20/10

**EXPLANATION:** Victims of Crime Act (VOCA) grant revenues from the US Department of Justice through the state Crime Victims Services Commission are awarded to the Capital Area Response Effort (CARE) program to support and counsel victims of domestic violence. Federal grant funds of \$125,204 (80%) will continue the contract wage and fringe benefit costs of a Coordinator, Followup Coordinator, and Support Advocate, and related supplies and operating expenses. There is no cash match required from the City of Lansing. Additional volunteer work coordinated through the EVE, Inc crisis center is treated as "soft match" local funds and, together with donated city supplies, is valued at \$31,301 (20%). Total award valued at 156,505. Federal grant project CVA#20457-14V09. Federal grant award #2009-VA-GX-0078.

**TRANSFER TO:** ST/FED PROGRAMS  
**SUBJECT:** VOCA-CARE 2010/2011

Order	Account Number(s)	Title	Request	Available Balance	as of:
	273.343201.707000.17941	Wages – Temporary Help	\$ 115,524.00	\$ 0.00	10/20/10
	273.343201.715000.17941	Fringe Benefits	\$ 8,840.00	\$ 0.00	10/20/10
	273.343201.741000.17941	Miscellaneous Operating	\$ 800.00	\$ 0.00	10/20/10
		Total	\$ 125,204.00		

**EXPLANATION:** Total renewal funding for the Police Department VOCA-CARE project grant is valued at \$156,505, including soft match contributions of city supplies and volunteers for response teams. The grant period extends from October 1, 2010 to September 30, 2011.

The proposed transfer  has not resulted from or will not result in a material change in scope of services.  
 represents a material change in scope of services.

REQUESTED BY: [Signature] D. Chad Teresa Szymanski      DATE: 10/21/10  
Department Director

APPROVED BY: [Signature]      DATE: 11/8/10  
Executive Assistant to Mayor

Approved by Ways & Means \_\_\_\_\_ Approved by Council: \_\_\_\_\_ Resolution # \_\_\_\_\_

## General Fund Status Report - FY 2011 1st Quarter

Please see accompanying summary detail (page 3)

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2010 OCT 29 PM 3:30

### Revenues

LANSING CITY CLERK

In total, General Fund revenues collected in the first quarter of Fiscal Year 2011 (July - September) were on track with the average of the past three years' first quarter collection rates, as a percentage of year-end amounts (39.3% compared to 39.3%); however, due to tax appeals and other items noted below, there is concern over potential shortfalls.

- The vast majority of **Property Taxes** are collected in the first month of the fiscal year. At the end of the first quarter this year, they were slightly higher, as a percentage of budget, compared to the average of the past three years' first quarter collection rates, at 99.8% compared to 97.9%. However, the City has a number of pending commercial property tax appeals which will likely impact property tax revenues for in this fiscal year.
- As a percentage of budget, **Income Tax** collections were lower than the average collection rate for the past three years, at 9.8% of budget, compared to 11.4%.
- While **Revenue Sharing** was left untouched by State appropriation cuts this year, receipts are still dependent on collection of sales tax receipts across the State. Bad Driver receipts were slightly higher than anticipated for the first quarter.
- **Charges for Services** were slightly higher as a percentage of year-end totals for the average of the same period for the last three years, at 19.7% of budget.
- In total, **Licenses and Permits** revenues were also slightly higher than the average collection rate of the same period for the last three years as a percentage of year-end totals, at 5.0% of budget, compared to 3.4%. Licenses and permits make up only 1.5% of General Fund revenues.
- Collection rates for **Fines and Forfeiture** were lower as a percentage of year-end totals for the average of the last three years, at 14.2% of the budget compared to 18.0%, due mainly to lower receipts in the area of ordinance violation fines and costs.
- The City's payment from the Board of Water and Light (BWL), which accounts for \$11% of General Fund revenues is not collected until after the year-end. At this point, the Board is projecting that the payment may be \$200,000 less than what was anticipated in the budget due to a slight decrease in BWL revenues.
- **Interest** revenue is posted as investments mature, the timing of which varies from year-to-year. Based on continued low interest rates, interest earnings are expected to be significantly lower, as much as \$200,000 lower, than was anticipated when this year's budget was put together.

### Expenditures

In total, taking into account the vacancy factor, expenditures for General Fund operating departments (excluding debt service and transfers to other funds) were within the budget target -- at 21.0% as of September 30, compared to a budgetary target of 21.3%. Individually, all departments fell within their budgeted targets (generally 26.1%), with the exception of Planning & Neighborhood Development, due to the timing of their EDC contact payments, and payments to Human Service agencies, due to the timing of agency payments.

### Summary

For the first quarter, total General Fund expenditure and revenues are just on track. It is early in the year, and concern, as noted above, remains for projected revenues for the remainder of the year. Both revenues and expenditures are monitored closely, and a budget amendment will be brought to Council if warranted.

## General Fund Status Report – FY 2011 September 30, 2010

Revenues	Annual	Actual	Percent	Avg. Percent
	<u>Budget</u>	<u>as of 09/30/10</u>	<u>of Budget</u>	of Year-End Actuals as of September 30 FY 2007 - 2009
Property Taxes	\$ 37,034,845	\$ 36,977,773	99.8%	97.9%
Income Taxes	29,700,000	2,910,465	9.8%	11.4%
Revenue Sharing	15,114,127	427,141	2.8%	2.0%
Licenses & Permits	1,601,840	80,237	5.0%	3.4%
Charges for Services	8,819,788	1,741,769	19.7%	17.5%
Fines & Forfeitures	3,764,100	534,861	14.2%	18.0%
Interest & Rent	583,000	13,890	2.4%	6.7%
Return on Equity	12,300,000	300,000	2.4%	2.8%
Other Revenue	503,300	25,257	5.0%	6.7%
<b>Total Revenues</b>	<b>\$ 109,421,000</b>	<b>\$ 43,011,392</b> <sup>(1)</sup>	<b>39.3%</b>	<b>39.3%</b>

Expenditures	Annual	Actual	Percent	Target, Including
	<u>Budget</u>	<u>as of 09/30/10</u>	<u>of Budget</u>	<u>Vacancy Factor</u>
Council	\$ 601,683	\$ 118,945	19.8%	
Internal Audit	145,710	31,274	21.5%	
Courts	5,065,427	1,007,194	19.9%	
Mayor's Office	705,042	142,541	20.2%	
Media Center	187,406	44,996	24.0%	
Clerk's Office	819,812	200,771	24.5%	
Planning & Neighborhood Development	3,112,383	872,305	28.0%	
Finance	9,698,704	1,903,682	19.6%	
Human Resources	1,687,770	291,640	17.3%	
Attorney's Office	1,268,920	250,849	19.8%	
Vacancy Factor	(1,500,000)	-	0.0%	
Police	33,112,100	6,546,324	19.8%	
Fire	28,996,301	6,057,855	20.9%	
Public Service	6,231,998	1,326,512	21.3%	
Human Relations & Community Service	664,770	147,931	22.3%	
Parks & Recreation	7,644,146	1,466,106	19.2%	
Human Services & City Supported Agencies	1,483,400	544,159	36.7%	
	<b>\$ 99,925,572</b>	<b>\$ 20,953,082</b>	<b>21.0%</b>	<b>21.3%</b>
Library Lease	\$ 160,000	\$ 49,449	30.9%	
Debt Service	1,765,260	556,005	31.5%	
Transfers	7,570,168	6,696,559	88.5%	
	<b>\$ 109,421,000</b>	<b>\$ 28,255,095</b> <sup>(1)</sup>		

Please see Pages 1 and 2 for an explanation of revenues and expenditures.

<sup>(1)</sup> Note: Year-to-date revenue is always greater than expenditures at this time of year, as property taxes, accounting for 34% of General Fund revenues, are collected at the beginning of the year. Property taxes include delinquent amounts that will be reimbursement by the counties upon settlement.

City Of Lansing  
Internal Audit  
483-4159

**TO:** A'Lynne Robinson, Council President  
Council Members  
**FROM:** Arnold C. Yerxa, Internal Auditor *ACY*  
**DATE:** November 10, 2010  
**SUBJECT:** Budget Policies for Fiscal Year 2010-2011

While reviewing the City of Lansing's General Fund Status Report for Fiscal 2011 1<sup>st</sup> Quarter I did not find any references to reports requested by Council in the adoption of the FY 2011 Budget.

The following list the items requested under the adopted Budget Policies for Fiscal Year 2010-2011, which I am not aware that Council has yet been provided. If any Council Member has received said information please let me know so I can correct this list.

Policy #1 Encumbrances, for a report requesting the administration to present Council with a detailed report listing each encumbrance and its corresponding amount by September 2010.

No report received.

Policy #4 Vacant and Unfunded Positions and Position Eliminations, the Administration is requested to present to Council on or before July 1, 2010 budgeted positions (funded-filled or vacant) and provide a list, by Department, of each position including position title, FTE, wages and fringes, and whether the position is filled or vacant.

No report received.

Policy #5 Vacancy factor/funded and unfilled Positions, the Administration are requested to provide Council on July 1, 2010, and EVERY MONTH, thereafter, a list of vacant positions by department. Also the Administration is requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact programs and or services which are included within this allowance. The personnel wages and fringes associated with all positions identified above as of July 1, 2010 and any such position vacated, thereafter, shall be placed in a Budget Control Account, and will require City Council approval for expenditure.

No reports received and I am not aware of any Budget Control Account being used.

Policy #6 Infrastructure/Sewage/CSO, the Administration is provided the authorization to transfer Sewage funding and State Revolving Loan Fund proceeds to expenditures along with some other related matters. The Administration is requested to submit to Council detailed quarterly reports beginning September 1<sup>st</sup> of each year outlining the transfers made pursuant to the above authorization.

No report received.

Policy #7 Public Service, the Administration was provided the authority to make transfers for 1990-II Environmental Bond Fund proceeds and to transfer Technical Equipment Replacement funding to the Service Garage fund and to create appropriate expenditure accounts. The administration shall submit to Council detailed quarterly reports beginning September 1<sup>st</sup> of each year outlining the transfers made pursuant to the above authorization.

No report received.

Policy #8 Act 51 Major and Local Streets, Administration authority is included for appropriation of MDOT special authorization funding and some other stated items. The administration shall submit to Council detailed quarterly reports beginning September 1<sup>st</sup> of each year outlining the transfers made pursuant to the above authorization.

No report received.

Policy #9 Parking System Fund, Authority is provided to administratively transfer to Capital Project accounts from Operating Cost accounts to meet bid or unforeseen major maintenance cost requirements. The administration shall submit to Council detailed quarterly reports beginning September 1<sup>st</sup> of each year outlining the transfers made pursuant to the above authorization.

No report received.

Policy #12 Debt Service, Authority is provided to transfer residual balances between General Obligation Bond Funds, upon completion of repayment, to meet funding needs in other General Obligation issues and to close funds. The administration shall submit to Council detailed quarterly reports beginning September 1<sup>st</sup> of each year outlining the transfers made pursuant to the above authorization.

No report received.

Policy #23 Pedway, The Administration is requested to Submit to Council by October 1, 2010, a detailed plan and budget for the renovation of the Pedway.

No report received.

### **Recommendations**

Internal Audit recommends that a plan be established for some follow be initiated to assure that these reports are received in a timely manner for the following reasons.

- So the Council Members can be more informed as to what is happening within the city
- So the Council Members can be more informed as to how the budget is affected by these transfers and/or other cost savings events approved by the adoption of the budget
- So the Council Members can be more informed as to how long term debt has been increased and/or reduced by being paid off
- So the Council Members can be more informed in order to be confident when answering questions from the citizens of the City of Lansing