

FISCAL YEAR 2009 / 2010  
BUDGET  
AS ADOPTED BY CITY COUNCIL



VIRG BERNERO, MAYOR

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**LANSING CITY GOVERNMENT**

Fiscal Year July 1, 2009 - June 30, 2010

**MAYOR**

Virg Bernero

**CITY COUNCIL**

- Derrick Quinney, Council President, At Large
- A'Lynne Robinson, Council Vice President - 3rd Ward
- Carol Wood, At Large
- Brian Jeffries, At Large
- Kathy Dunbar, At Large
- Eric Hewitt, 1st Ward
- Sandy Allen - 2nd Ward
- Tim Kaltenbach - 4th Ward

**CLERK**

Chris Swope

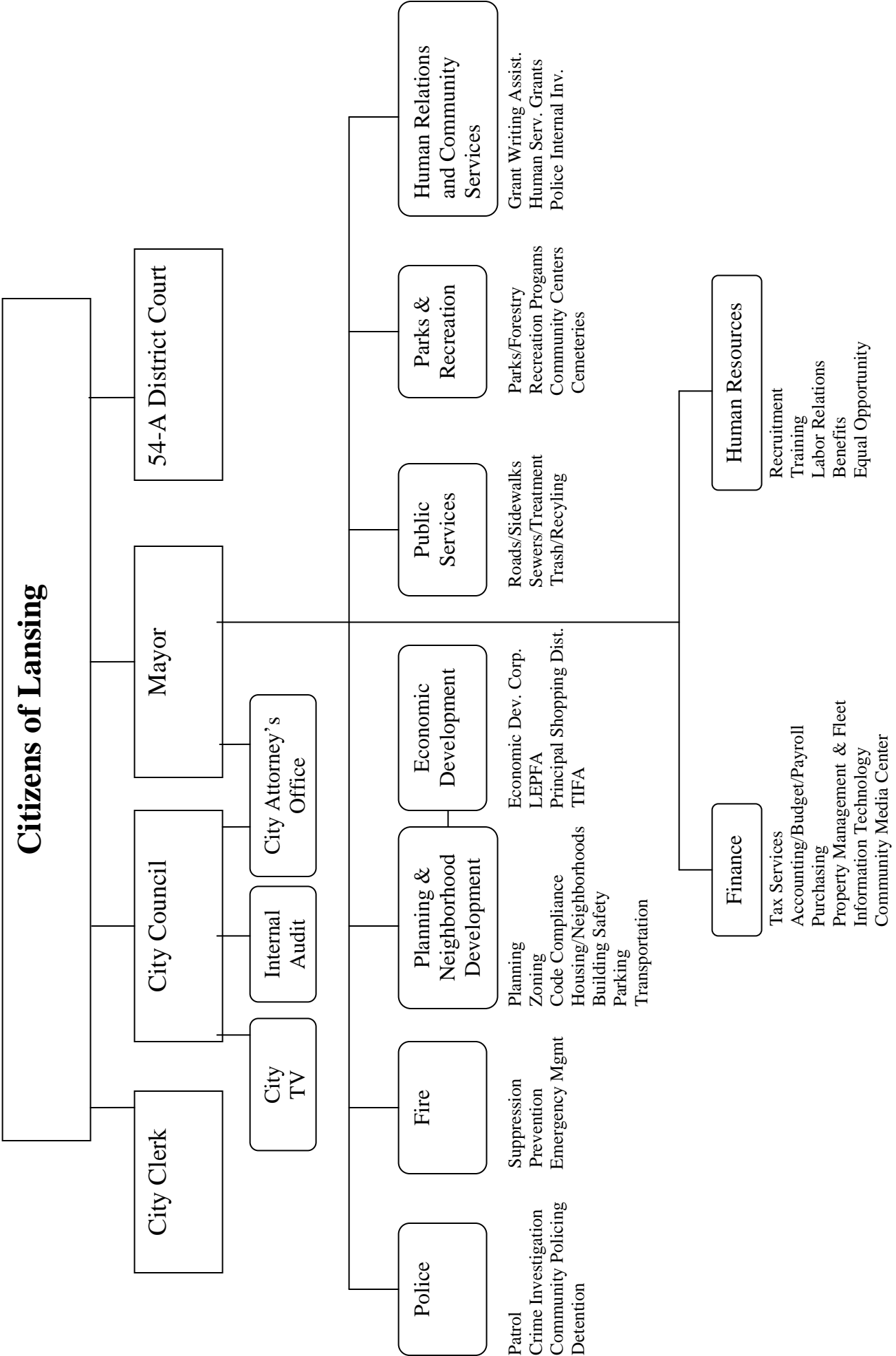
**DISTRICT COURT JUDGES**

- Frank J. DeLuca, Chief Judge
- Patrick F. Cherry
- Charles F. Filice
- Amy Krause
- Louise Alderson

**OFFICERS**

- City Assessor.....Maria Irish
- City Attorney.....Brigham Smith
- City Treasurer.....Antonia Kraus
- Chief of Staff/Finance Director.....Gerald W. Ambrose
- Police Chief.....Mark Alley
- Fire Chief.....Tom Cochran
- Planning & Neighborhood Development Director.....Bob Johnson
- Public Services Director.....Chad A. Gamble
- Parks & Recreation Director.....Murdock Jemerson
- Court Administrator.....Anethia Brewer
- Human Relations & Community Service Director.....Joan Jackson Johnson
- Human Resources Director.....Terri Singleton
- Internal Auditor.....Arnold Yerxa

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# Citizens of Lansing

City Clerk

City Council

Mayor

54-A District Court

City TV

Internal Audit

City Attorney's Office

**Police**  
Patrol  
Crime Investigation  
Community Policing  
Detention

**Fire**  
Suppression  
Prevention  
Emergency Mgmt

**Planning & Neighborhood Development**  
Planning  
Zoning  
Code Compliance  
Housing/Neighborhoods  
Building Safety  
Parking  
Transportation

**Economic Development**  
Economic Dev. Corp.  
LEPFA  
Principal Shopping Dist.  
TIFA

**Public Services**  
Roads/Sidewalks  
Sewers/Treatment  
Trash/Recycling

**Parks & Recreation**  
Parks/Forestry  
Recreation Programs  
Community Centers  
Cemeteries

**Human Relations and Community Services**  
Grant Writing Assist.  
Human Serv. Grants  
Police Internal Inv.

**Finance**

Tax Services  
Accounting/Budget/Payroll  
Purchasing  
Property Management & Fleet  
Information Technology  
Community Media Center

**Human Resources**

Recruitment  
Training  
Labor Relations  
Benefits  
Equal Opportunity

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## **City of Lansing Fiscal Year 2009/2010 Adopted Budget**

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

Lansing is a mature core city with a population of 119,286, according to the revised 2000 census, and offers a full range of services. The City operates police headquarters and two precincts with over 300 sworn police officers; nine fire stations with a fire protection force of over 200; over 300 miles of sanitary sewers, 217 miles of storm sewers, and 200 miles of combined sewers; over 400 miles of roads; 114 parks; a District Court; and support for human services and cultural events. The City's main sources of revenue are property taxes, income taxes, State revenue sharing, Federal entitlement grants, and charges for services, including utility billings. Additional information about the City and its services can be found in the statistical section of the City's Comprehensive Annual Financial Report (CAFR), as well as the City's website: [www.cityoflansingmi.com](http://www.cityoflansingmi.com).

### **Budget Process**

The City's fiscal year is July 1 through June 30. The FY 2009/2010 budget takes effect July 1, 2009.

In accordance with the State Uniform Budgeting and Accounting Act (P.A. 2 of 1968), as amended, and the City Charter, the Mayor submitted a proposed budget for FY 2009/2010 to the City Council on March 23, 2009. After holding televised hearings and a public hearing, the City Council adopted the budget with a few amendments on May 18, 2009.

A copy of the FY 2009/2010 budget resolution is presented in the "Budget Resolution and Schedule of Fee Changes" section (page 119) of this budget document. Copies of the Mayor's proposed budget can be obtained on the City's website, by contacting the Budget Office at 124 W. Michigan Ave., Lansing, MI, 48933, or by calling (517) 483-4500.

### **Budget Summary**

The FY 2009/2010 budget for the City is \$197,388,654 for all funds and \$117,200,000 for the General Fund. The City's total budget represents a 1.2% decrease from the FY 2008/2009 adopted budget and a 3.1% increase over the FY 2008/2009 adopted budget for the General Fund.

The budget places priorities on public safety, strong neighborhoods, and economic development.

Highlights of the City's FY 2009/2010 budget include:

- A .13 reduction to the overall property tax millage rate (for a breakdown of the property tax millage rate, please see the Budget Resolution found on page 119)
- No use of General Fund reserves
- The opening of a long-anticipated Southside Community Center
- Implementation of the Homestead Improvement Program – incentive grants to homeowners to for housing improvements
- Additional resources committed to foreclosure prevention and assistance
- Implementation of vacant property and commercial property inspections
- The addition of two (2) police officer positions, contingent on Federal stimulus funding
- Greater efficiencies realized through the implementation and use of technology, including centralized cash receipting, computerized traffic ticket recording, court case management, electronic document management sharing and routing, human resource management applications, expanded e-filing for income taxes, and expanded implementation of telephone system upgrades
- Implementation of single-stream recycling and a reduction of the annually-charged recycling fee, from \$74.50 to \$67.00
- Continued evaluation and implementation of energy efficiency and reduction measures
- Consolidation feasibility studies for the City's two police precincts and two of the City's fire stations
- New cardiac monitors and automated external defibrillator in ambulances
- A new parking ramp for the east side of the Grand River downtown to meet parking demands
- Continuation of the City's master planning project
- Maintenance/improvement of City infrastructure, including funding for roads, sidewalks, sewers
- Continued improvement to City parks, including the River Trail, Maguire, Hunter, Kircher, and Frances parks, various playgrounds, and the final funding installment for expansion of the Gier community center gym (for more detailed information about Parks projects, please see pages 96, 108, and 112)

- Collaborative approaches to providing services, both between departments and with outside agencies, such as snow clearing and building board-ups

Like many other communities in the nation, and especially in the State of Michigan, Lansing faces significant challenges in light of what some have termed “a perfect storm,” a time when the effects of the economy result in stagnant and/or declining revenue growth at the same time costs, such as healthcare, pensions, and fuel, are escalating and demands for services, such as human services needs and foreclosure prevention, are increasing.

For the 2009/2010 fiscal year, already-existing General Fund revenues were projected to increase by less than \$1 million, while expenditure pressures were projected to increase by over \$6 million, leaving a \$5.5 million gap in initial budget projections. That gap was closed in order to propose a balanced budget, using no reserves, and no tax increases; in fact, the budget, as proposed and as adopted, includes a slight property tax millage decrease and a reduction in the annually-charged recycling fee.

FY 2009/2010 General Fund gap was addressed in the Mayor’s proposed budget and the budget adopted by City Council, through the following measures:

- \$2.2 million in new revenues from a combination of the following sources: a shift in the property tax debt service millage to the operating millage due to the maturity of an outstanding debt obligation; a new motor carrier weight enforcement program; and an increase in ambulance billing fees
- \$350,000 anticipated for funding of four police officer positions through the Federal stimulus COPs grant program
- The elimination of forty (40) vacant positions, resulting in General Fund cost reductions of \$1.9 million
- A reduction to the level at which the City sets aside, or prefunds, its future retiree healthcare obligations, from \$3.27M to \$1.8M, resulting in a \$1 million cost reduction to the General Fund. This reduction was made in light of the current economic climate, but also in recognition of changes City has made, and is striving to make, to the structure of healthcare and retiree healthcare eligibility and to avoid layoffs in a very challenging job market.

More detailed information, as well as other changes contained in the budget, can be found in the Department Summaries section of this budget document.

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## **FACING A PERSISTENT STRUCTURAL DEFICIT AND A CHALLENGED ECONOMY**

### *City of Lansing's Financial Forecast – FY10*

For the past several years, the City of Lansing has faced a persistent structural deficit. This is defined as a situation where the ongoing costs of maintaining current services and staffing levels regularly exceeds the income received from established revenue sources.

The City is also facing a challenged economy. Poverty levels of residents remain high, unemployment is increasing, property foreclosures are high, and business profits are down. The mainstays of the economy, including the automobile industry, state government, and health care, are all undergoing significant transitions which in the short term at least are contributing to these challenges.

However, there are positive developments which bode well for the future of the City's economy. Private developers are investing in Lansing. The city is increasingly becoming a center for insurance and financial services, as well as for information technology related business. LCC and Cooley remain strong, and Jackson National Life is expanding. Some manufacturing, such as defense related industries, remain strong. Some major construction projects will be underway in the next year, and some amount of federal stimulus funding is anticipated. However, the construction activity and use of federal stimulus funds will primarily have short term impacts.

*The next several years will be difficult, and the economic challenges will exacerbate the City's structural deficit, not reduce it.*

Since at least 2003, the growth in the costs of City operations has regularly exceeded its annual growth in revenues. The costs of employee compensation – wages, health insurance, pension payments and other benefits - comprise 75% of General Fund expenses, and have been rising nearly three times faster than the City's income. The City's structural deficit cannot be addressed without addressing these increased costs, and while there has been some limited success over the past few years, much remains to be done.

The rising costs of health care and pensions are the predominate factors in employee benefits. Since 2006, Mayor Bernero's administration has been working diligently to contain the cost of health care while continuing to provide adequate health insurance for employees and retirees. A restructuring of health care has been implemented for Cabinet members, non-bargaining unit employees, and some bargaining units. It will be a continuing topic of negotiations with the City's other bargaining units.

Financial reserves have been reduced from a high of \$13 million (12% of GF revenues) at the end of FY 2003 to \$10.5 million at the end of FY 2008 (9.4% of GF revenues). The Administration's goal is to maintain reserves at between 10% and 15% of GF revenues.

The total City property tax rate is currently 15.83 mills, or .1 mill less than levied in 2004. However, the total property tax rate, including schools, county, state, and special millages, has risen from 60.64 mills in 2004 to 63.67 mills in 2008.

(continued)

Since taking office in 2006, Mayor Bernero has been adamant that property taxes supporting City services will not be increased, and that the City's financial reserves will not be used for the expected recurring expenses of city government. Mayor Bernero's position recognizes the challenges our residents have in meeting their basic needs in these difficult times and the need for the City government to remain financially viable.

City staffing levels were reduced from 1,299 in the FY04 budget to 1,147 in the FY08 budget, and 32 additional positions have been held vacant in the current FY09 budget. The total reduction in staffing level to date is 190 positions, 14% less than in FY 2004. Staffing for police and fire – which is more than half the City's budget – has been largely untouched, so these reductions equate to more than 25% for the remainder of the workforce. The reductions to-date have been accomplished without involuntary layoffs, and vital City services have been continued.

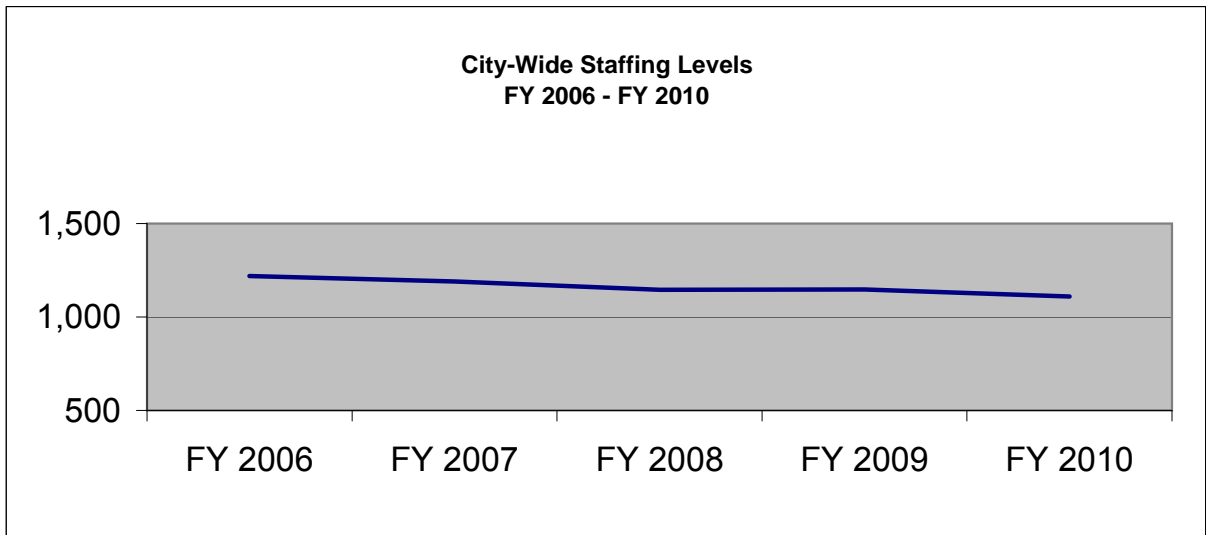
The budget for FY10 reflects the continuing financial challenges of the past few years, and recognizes the continuing nature of the challenge. Revenues from traditional sources are projected to be the same or slightly less than for the current budget - stagnant or falling property tax revenues as well as potential decreases in income tax revenues and state shared revenues are projected. The use of some additional revenues sources and the availability of limited amounts of federal stimulus funds are projected to mitigate some of the significant challenges being faced, at least in the short term.

The financial challenges for the City are anticipated to worsen, not improve for the next few years. Revenues from property taxes will likely decrease as property values continue to decrease and inflation remains low. Income tax revenues will continue to be stagnant, as job growth will be meager and wage increases small. Revenues from the state will be uncertain and problematic as the state addresses its own problems.

At the same time, however, the investments made over the past few years to restructure our economy and to attract new residents, businesses, and visitors are positioning the City well for the future. Bad as it may be, job losses and property value declines in Lansing and the region here are less than in many areas of the state, and our economy in total is relatively stable.

A recent analysis of Lansing by Fitch Ratings seems to confirm this outlook: Fitch recently assigned an AA rating with a Stable Outlook to some City bonds issued between 1996 and 2001. The AA rating was slightly lower than the AA+ rating assigned several years earlier. In its analysis, Fitch stated that "While the City has experienced significant re-investment and development over the past several years, Lansing's unemployment rates have risen to above-average levels since 2003. Most recently, the contraction of the automotive industry in the area as well as the effects of the regional and national recession have pushed the City's unemployment to double-digit levels. However, financial management is strong and continues to demonstrate a commitment to maintaining reserve levels. Nevertheless, financial pressures will likely remain from ongoing economic conditions, although Fitch believes the City will continue to take the necessary steps to achieve budget balance."

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



	<u>FY 2006 Adopted</u>	<u>FY 2007 Adopted</u>	<u>FY 2008 Adopted</u>	<u>FY 2009 Adopted</u>	<u>FY 2010 Adopted</u>
City Council	12.00	11.00	11.00	11.00	11.00
City TV	2.00	2.00	2.00	2.00	2.00
Internal Audit	2.00	2.00	2.00	2.00	2.00 <sup>(1)</sup>
Clerk Staff	7.00	7.00	7.00	7.00	7.00
Court/Probation Staff	55.00	55.00	53.00	53.00	53.00
Mayor Staff	7.00	5.00	5.00	5.00	5.00
Planning & Neighborhood Development	102.00	97.00	90.00	90.00	87.00
Finance	111.75	129.00	118.00	118.00	107.00 <sup>(1)</sup>
Human Resources	12.00	14.00	14.00	14.00	12.00
City Attorney	12.00	12.00	12.00	12.00	12.00
Police	337.00	338.00	342.00	343.00	344.00 <sup>(2)</sup>
Fire	235.00	235.00	235.00	235.00	235.00 <sup>(3)</sup>
Public Service	219.00	188.00	181.00	181.00	171.00
Human Relations & Community Services	10.00	9.00	8.00	8.00	5.00
Parks & Recreation	96.00	86.00	65.00	66.00	56.00 <sup>(4)</sup>
<b>Total Authorized</b>	<b>1,219.75</b>	<b>1,190.00</b>	<b>1,145.00</b>	<b>1,147.00</b>	<b>1,109.00</b>

<sup>(1)</sup> One (1) authorized position has not been budgeted since FY 2006.

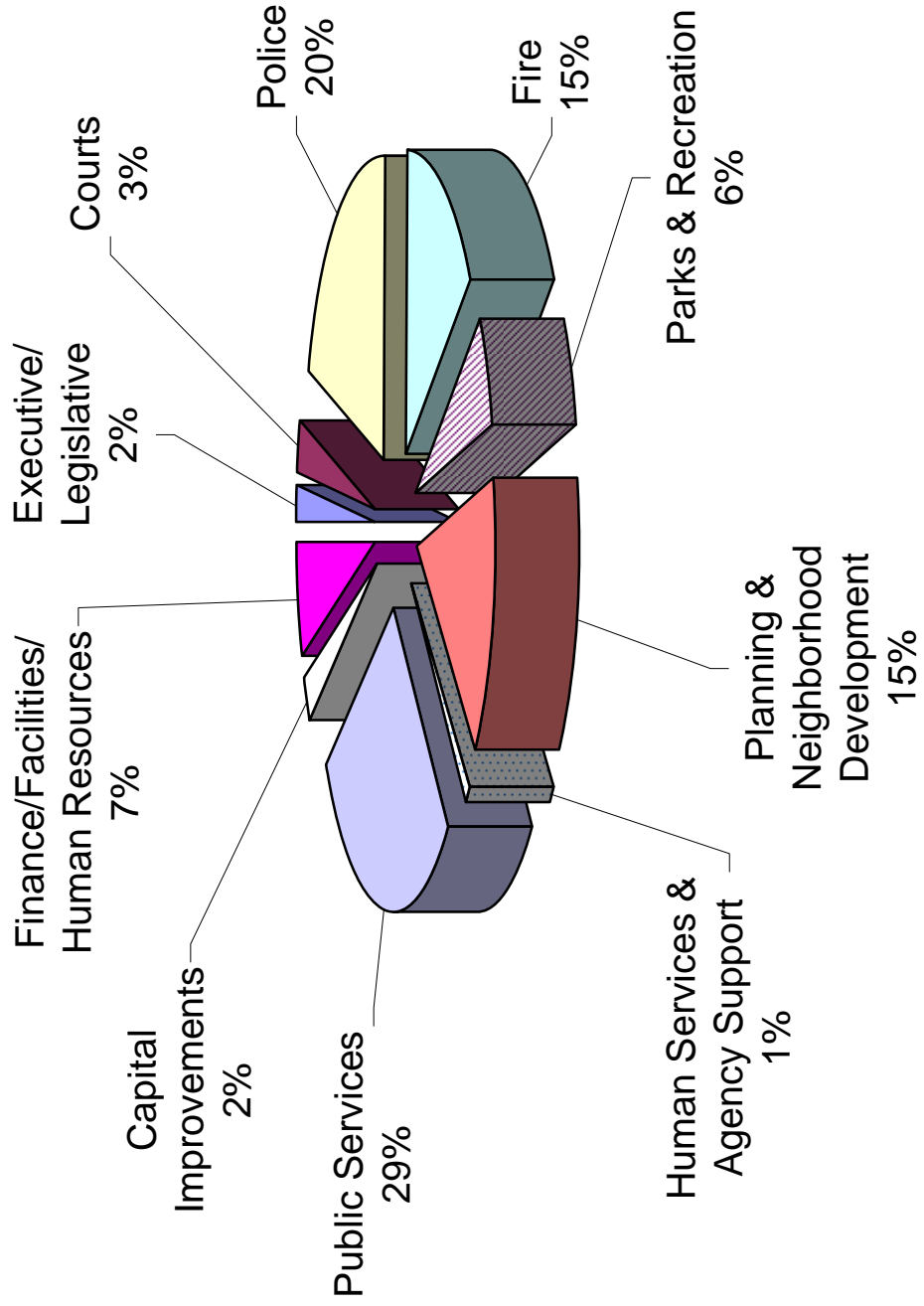
<sup>(2)</sup> One (1) authorized position has not been budgeted since FY 2006. In FY 2010, a non-sworn position is eliminated and two patrol officers are added, contingent on available Federal stimulus funding.

<sup>(3)</sup> Fifteen (15) authorized positions have not been budgeted since FY 2006.

<sup>(4)</sup> Eighteen (18) Parks Zoo positions were transferred to Ingham County in FY 2008.

# Fiscal Year 2009/2010 City-Wide Budget

## \$197,388,655



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**FY 2009/2010 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>
Mayor's Office	725,144	-	725,144	0.37%
City Council	624,274	-	624,274	0.31%
Internal Auditor	150,720	-	150,720	0.08%
Cablevision	195,805	-	195,805	0.10%
Attorney's Office	1,351,000	-	1,351,000	0.68%
City Clerk	899,377	-	899,377	0.45%
Subtotal - Executive/Legislative	<u>3,946,320</u>	<u>-</u>	<u>3,946,320</u>	1.99%
Courts	5,356,780	-	5,356,780	2.70%
Police	34,441,781	808,550	35,250,331	
Police - 911 Dispatch	190,270	5,315,120	5,505,390	
Subtotal - Police	<u>34,632,051</u>	<u>6,123,670</u>	<u>40,755,721</u>	20.54%
Fire	30,051,300	-	30,051,300	15.15%
Parks & Recreation - General Fund	8,790,130	-	8,790,130	
Parks Capital Improvements	1,200,000	60,000	1,260,000	
Parks - Golf	-	891,640	891,640	
Parks - Cemeteries	467,480	236,350	703,830	
Subtotal - Parks	<u>10,457,610</u>	<u>1,187,990</u>	<u>11,645,600</u>	5.87%
Planning & Neighborhood Development	3,578,477	4,957,665	8,536,142	
Parking	-	18,941,260	18,941,260	
Economic Development Corporation	377,750	-	377,750	
Principal Shopping District	42,075	442,460	484,535	
LEPFA/Stadium	1,898,027	364,525	2,262,552	
Subtotal - Planning & Neighborhood Dev.	<u>5,896,329</u>	<u>24,705,910</u>	<u>30,602,239</u>	15.43%
Human Relations & Community Services Dept.	667,910	-	667,910	
Human Services	1,481,250	-	1,481,250	
City Supported Agencies	259,400	-	259,400	
Subtotal - Human Relations/Agency Support	<u>2,408,560</u>	<u>-</u>	<u>2,408,560</u>	1.21%
Public Services	6,091,090	-	6,091,090	
Public Services - Roads	2,159,935	12,190,065	14,350,000	
Public Services - Sewer	1,400,000	29,932,100	31,332,100	
Public Services - Refuse	-	1,540,000	1,540,000	
Public Services - Recycling	-	3,225,000	3,225,000	
Subtotal - Public Services	<u>9,651,025</u>	<u>46,887,165</u>	<u>56,538,190</u>	28.50%
Capital Improvements	1,380,000	570,000	1,950,000	
Library Building Rental	160,000	-	160,000	
Debt Service	1,959,865	713,920	2,673,785	
Subtotal - Capital Improvements	<u>3,499,865</u>	<u>1,283,920</u>	<u>4,783,785</u>	2.41%
Finance (Includes Property & Fleet Mgmt)	10,483,840	-	10,483,840	5.28%
Human Resources	1,816,320	-	1,816,320	0.92%
Vacancy Factor	(1,000,000)	-	(1,000,000)	
	<u>117,200,000</u>	<u>80,188,655</u>	<u>197,388,655</u>	

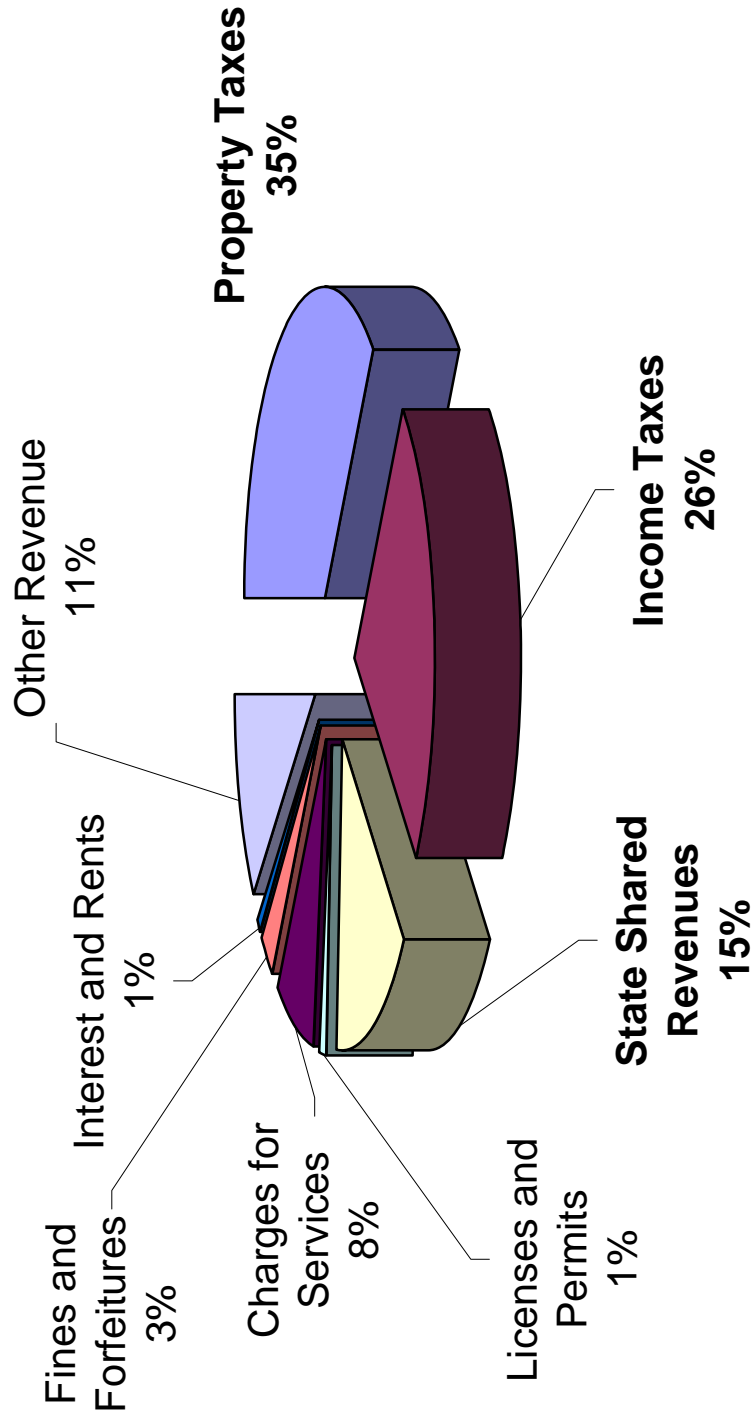
*Note: Transfers from other funds are netted out from expenditures so as not to overstate total funding.*

# Fund Summaries

# Where the Money Comes From

## FY 2009/2010 General Fund Budgeted Revenues

### \$117,200,000



**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**General Fund Revenue (excluding use of reserves)**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
Property Taxes	38,815,537	39,899,244	39,848,283	41,273,556 <sup>(1)</sup>	3.4%
Income Taxes	31,168,012	29,400,000	30,500,000	30,300,000	3.1%
<u>State Revenues</u>					
State Revenue Sharing	16,453,361	16,703,084	16,622,024	16,621,993	
Fire Reimbursement Grants	834,544	850,000	968,509	950,000	
Liquor License Fee	67,348	69,000	67,811	69,000	
	<u>17,355,253</u>	<u>17,622,084</u>	<u>17,658,344</u>	<u>17,640,993</u>	0.1%
<u>Licenses &amp; Permits</u>					
Business Licenses	57,986	51,125	50,640	51,000	
Building Licenses & Permits	41,590	21,500	34,300	34,400	
Non-Business Licenses	117,585	126,199	120,700	123,100	
Cable Franchise Fees	1,214,301	1,250,000	1,226,000	1,390,000	
	<u>1,431,462</u>	<u>1,448,824</u>	<u>1,431,640</u>	<u>1,598,500</u>	10.3%
<u>Charges for Services</u>					
Reimbursements	2,972,487	2,907,922	2,905,120	2,832,950	
Appeals & Petitions	83,765	71,600	67,050	67,250	
Code Compliance	680,782	744,120	806,868	771,971	
Public Safety	2,652,143	2,987,700	2,721,161	3,474,175	
Subscriptions and Information	1,224	2,000	1,670	1,110	
Work for Others	674,244	1,258,200	1,246,194	1,373,075	
Central Stores	407	1,000	600	600	
Recreation Fees	542,675	570,911	485,628	510,491	
	<u>7,607,727</u>	<u>8,543,453</u>	<u>8,234,291</u>	<u>9,031,622</u>	5.7%
Fines & Forfeitures	3,402,936	3,910,975	3,291,581	3,397,050	-13.1%
<u>Interest &amp; Rents</u>					
Interest Income	910,989	1,208,230	796,500	899,800	
Rental Income	29,891	29,890	29,000	29,100	
	<u>940,880</u>	<u>1,238,120</u>	<u>825,500</u>	<u>928,900</u>	-25.0%
<u>Return on Equity</u>					
Board of Water and Light	10,747,503	10,600,000	11,050,000	11,550,000	
Sewer Fund	300,000	300,000	300,000	300,000	
	<u>11,047,503</u>	<u>10,900,000</u>	<u>11,350,000</u>	<u>11,850,000</u>	8.7%
<u>Other Revenues</u>					
Sale of Fixed Assets	-	46,000	-	12,000	
Donations & Contributions	137,070	38,300	47,600	399,600	
Miscellaneous	106,466	128,000	739,995	152,200	
	<u>243,536</u>	<u>212,300</u>	<u>787,595</u>	<u>563,800</u>	165.6%
Total General Fund Revenues before Capital Fund Transfers	<u>112,012,846</u>	<u>113,175,000</u>	<u>113,927,234</u>	<u>116,584,421</u>	3.0%
Transfers from Capital Funds	188,977	562,000	80,000	615,579	
Total General Fund Revenues	<u>112,201,823</u>	<u>113,737,000</u>	<u>114,007,234</u>	<u>117,200,000</u> <sup>(2)</sup>	3.0%

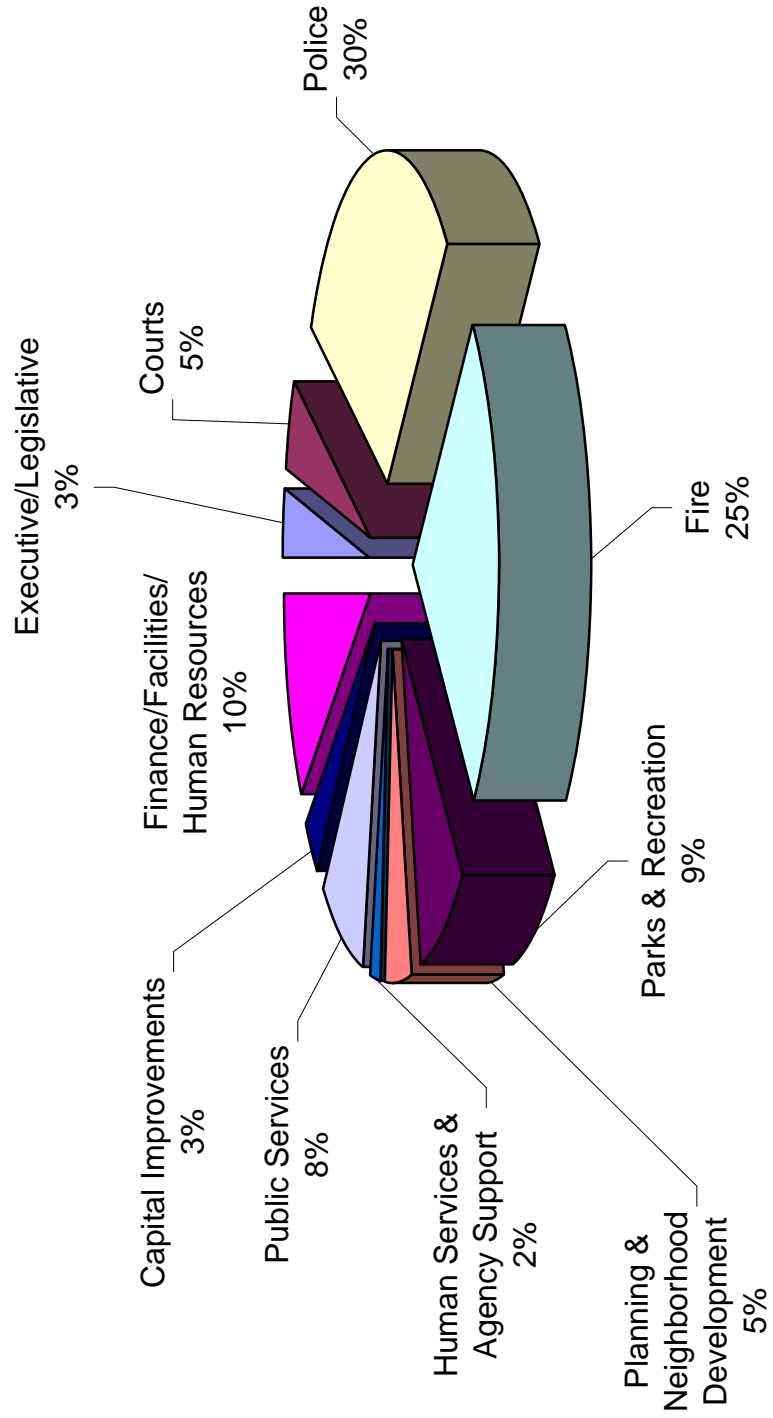
<sup>(1)</sup> Note: Property tax revenues includes a shift of .56 debt service mills (equal to \$1.37 million) to the City's operating millage for dedication to Sewer Fund Combined Sewer Overflow (CSO) debt service obligations. Without the millage shift, General Fund operating property tax revenue would have increased \$168, or 0%, from the FY 2009 Adopted Budget. In total, the FY 2010 budget reduces the overall property tax millage from 15.83 mills to 15.70 mills.

<sup>(2)</sup> In addition to the increase in revenues due to the property tax millage shift, the budget includes ambulance fee changes and a new Motor Carrier Weight Enforcement program. Without the property tax shift and new revenue sources, projected General Fund revenues would have increased by less than 1% from the FY 2009 adopted budget.

# How the Money Is Spent

## FY 2009/2010 General Fund Budget

### \$117,200,000



**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**General Fund Summary**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning General Fund Balance</b>	6,884,150	7,230,452	7,230,452	7,306,579	
<b>Beginning Budget Stab. Fund Balance</b>	5,728,059	5,728,059	5,728,059	5,728,059	
<b>Total General Fund Reserves</b>	<u>12,612,209</u>	<u>12,958,511</u>	<u>12,958,511</u>	<u>13,034,638</u>	
<b>Revenues (detail on previous page)</b>	112,201,823	113,737,000	114,007,234	117,200,000	
<b><u>Expenditures:</u></b>					
Council	717,345	692,651	691,044	624,274	-9.9%
City Television	192,323	276,318	289,835	195,805	-29.1%
Internal Audit	144,366	153,101	154,117	150,720	-1.6%
District Court	5,026,850	5,467,323	5,010,479	5,193,780	-5.0%
Circuit Court Building Rental	145,441	163,000	163,000	163,000	0.0%
Mayor's Office	733,793	730,498	727,998	725,144	-0.7%
City Clerk's Office	900,571	989,853	916,070	899,377	-9.1%
Planning & Neighborhood Development	3,595,870	3,710,014	3,505,819	3,651,370	-1.6%
Finance	10,821,358	11,359,067	10,022,027	10,483,840	-7.7%
Human Resources	1,884,874	2,025,107	1,833,485	1,816,320	-10.3%
City Attorney's Office	1,305,529	1,343,277	1,326,627	1,351,000	0.6%
Vacancy Factor	-	(1,400,000)	-	(1,000,000)	-28.6%
Generic Prescription Benefit Savings	-	(1,300,000)	-	-	
Retirement Incentive <sup>(1)</sup>	-	(695,000)	-	-	
Vacant Position Reductions <sup>(1)</sup>	-	(1,000,000)	-	-	
Health Care Opt Out Incentive	-	(355,000)	-	-	
Police	33,138,656	34,542,203	33,520,615	34,319,970	-0.6%
Fire	28,438,573	29,633,908	29,653,451	30,051,300	1.4%
Public Services	5,581,912	5,583,870	5,781,532	6,091,090	9.1%
Human Relations & Community Services	900,594	983,505	708,339	667,910	-32.1%
Parks & Recreation	7,980,546	9,434,848	8,578,210	8,790,130	-6.8%
Human Services	1,200,002	1,425,000	1,576,820	1,481,250	3.9%
City Supported Agencies	284,722	260,000	260,000	259,400	-0.2%
Non-Departmental Expenditures:					
Library Building Rental	137,198	150,000	73,029	160,000	6.7%
Operating Subsidies to Other Funds	3,908,482	3,364,404	3,279,596	3,024,520	-10.1%
Capital Improvements	2,680,825	3,160,000	2,869,960	3,080,000	-2.5%
Debt Service	2,135,691	3,039,053	2,989,053	5,019,800 <sup>(2)</sup>	65.2%
<b>Total Expenditures</b>	<u>111,855,521</u>	<u>113,737,000</u>	<u>113,931,107</u>	<u>117,200,000</u>	3.0%
Fund Balance Increase/(Decrease)	346,302	-	76,127	-	
<b>Total Ending Reserves</b>	<u>12,958,511</u>	<u>12,958,511</u>	<u>13,034,638</u>	<u>13,034,638</u>	0.6%
<b>General Fund Reserves as a Percent of Revenues</b>	11.5%	11.4%	11.4%	11.1%	
<b>Fund Balance Restrictions</b>	(2,400,293)	(2,400,000)	(2,400,000)	(2,400,000)	
<b>Unrestricted Ending Reserves</b>	<u>10,558,218</u>	<u>10,558,511</u>	<u>10,634,638</u>	<u>10,634,638</u>	
<b>Unrestricted Reserves as a Percent of Revenues</b>	9.4%	9.3%	9.3%	9.1%	

<sup>(1)</sup> FY 2009 cost reductions from these measure are included within departmental projections.

<sup>(2)</sup> The increase in debt service is attributable the dedication of \$1.4M to fund road and Sewer Fund Combined Sewer Overflow (CSO) debt service obligations in order to minimize further sewer rate increases.

**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**Major Streets Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Fund Balance</b>	8,388,025	6,990,409	6,990,409	1,521,159	
<b>Revenues</b>					
Gas & Weight Tax Receipts	6,352,200	6,445,625	6,328,327	6,328,327	-1.8%
Utility Permit Fees (Metro Act)	(506,538)	398,000	398,000	398,000	0.0%
State Trunkline & Utility Cut Reimbursements	1,336,251	1,284,900	1,268,310	1,283,629	-0.1%
Interest Income	282,059	250,000	137,794	150,000	-40.0%
Miscellaneous Revenue	4,214	-	390,582	-	
Transfer from General Fund	2,113,471	341,093	2,732,506	398,384	16.8%
<b>Total Revenues</b>	<b>9,581,657</b>	<b>8,719,618</b>	<b>11,255,518</b>	<b>8,558,340</b>	<b>-1.8%</b>
<b>Expenditures</b>					
<b>Capital</b>					
Major Maintenance	1,798,786	3,100,000	4,786,145	1,000,000	-67.7%
Trunkline Improvements	2,022,849	90,000	2,537,955	20,000	-77.8%
Debt Service	413,407	522,305	522,305	579,596	11.0%
<b>Subtotal - Capital</b>	<b>4,235,042</b>	<b>3,712,305</b>	<b>7,846,405</b>	<b>1,599,596</b>	<b>-56.9%</b>
<b>Operating</b>					
Administration & Engineering	1,002,961	956,695	932,350	920,292	-3.8%
Routine Road Maintenance	1,739,232	2,475,568	1,918,056	2,257,245	-8.8%
Bridge Maintenance	177	55,764	394,112	55,859	0.2%
Winter Maint. - Snow Removal	710,115	1,063,524	966,662	1,095,140	3.0%
Trunkline Maintenance	777,935	591,100	620,100	627,100	6.1%
Traffic Administration	-	35,000	41,568	100,000	
Traffic Maintenance	1,070,098	1,011,055	1,467,247	1,066,768	5.5%
<b>Subtotal - Operating</b>	<b>5,300,518</b>	<b>6,188,706</b>	<b>6,340,096</b>	<b>6,122,404</b>	<b>-1.1%</b>
Transfer to Local Streets Fund	1,443,713	2,213,166	2,538,268	1,900,000	-14.2%
<b>Total Expenditures</b>	<b>10,979,273</b>	<b>12,114,177</b>	<b>16,724,769</b>	<b>9,622,000</b>	<b>-20.6%</b>
Fund Balance Increase/(Decrease)	(1,397,616)	(3,394,559)	(5,469,250)	(1,063,660)	
<b>Ending Fund Balance</b>	<b>6,990,409</b>	<b>3,595,850</b>	<b>1,521,159</b>	<b>457,499</b>	<b>-87.3%</b>
Amount Designated for Projects	(6,674,362)				
<b>Available Fund Balance</b>	<b>316,047</b>				
Available Fund Balance as a Percent of Operational Revenues	4.2%			5.6%	

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, 2009 - June 30, 2010**  
**Local Streets Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Fund Balance</b>	1,321,697	678,974	678,974	678,974	
<b><u>Revenues</u></b>					
Gas & Weight Tax Receipts	1,852,273	1,857,056	1,844,056	1,842,273	-0.8%
Utility Permit Fees (Metro Act)	894,224	-	-		
State Trunkline & Utility Cut Reimbursements	707,439	675,000	1,118,703	735,000	8.9%
Interest Income	20,299	25,000	25,000	10,000	-60.0%
Transfer from General Fund	356,689	1,080,129	1,080,129	1,761,551	63.1%
Transfer from Major Streets Fund	1,443,713	2,213,166	2,538,268	1,900,000	-14.2%
Transfer from Bond Const. Fund	2,089,856	-	2,512,386	-	0.0%
<b>Total Revenues</b>	<u>7,364,493</u>	<u>5,850,351</u>	<u>9,118,542</u>	<u>6,248,824</u>	6.8%
<b><u>Expenditures</u></b>					
<b>Capital</b>					
Major Maintenance	1,023,195	500,000	571,860	850,000	70.0%
Debt Service	735,285	1,080,129	1,080,129	1,261,551	16.8%
<b>Subtotal - Capital</b>	<u>1,758,480</u>	<u>1,580,129</u>	<u>1,651,989</u>	<u>2,111,551</u>	33.6%
<b>Operating</b>					
Administration & Engineering	762,477	744,697	748,379	744,651	
Surface Maintenance	2,686,999	2,583,139	2,963,998	2,821,719	9.2%
Winter Maintenance	447,614	587,183	527,061	648,271	10.4%
Traffic Administration	-	15,000	18,043	52,000	246.7%
Traffic Maintenance	2,351,646	265,738	3,209,072	249,808	-6.0%
<b>Subtotal - Operating</b>	<u>6,248,736</u>	<u>4,195,757</u>	<u>7,466,553</u>	<u>4,516,449</u>	7.6%
<b>Total Expenditures</b>	<u>8,007,216</u>	<u>5,775,886</u>	<u>9,118,542</u>	<u>6,628,000</u>	14.8%
Fund Balance Increase/(Decrease)	(642,723)	74,465	0	(379,176)	
<b>Ending Fund Balance</b>	678,974	753,439	678,974	299,798	-60.2%
Amount Designated for Projects	(47,573)				
<b>Available Fund Balance</b>	631,401				
Available Fund Balance as a Percent of Operational Revenues	8.6%			4.8%	

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, 2009 - June 30, 2010**  
**911 Dispatch Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b>Beginning Fund Balance</b>	159,702	143,398	143,398	443,817	
<b><u>Revenues</u></b>					
Grants	-	-	20,921	-	n/a
Cost-Sharing - Ingham County	5,121,906	5,208,000	5,208,000	5,230,120	0.4%
Transfer from General Fund	-	125,000	125,000	190,280	100.0%
<b>Total Revenues</b>	<u>5,121,906</u>	<u>5,333,000</u>	<u>5,353,921</u>	<u>5,420,400</u>	1.6%
<b>Expenditures</b>	<u>5,138,210</u>	<u>5,482,105</u>	<u>5,053,502</u>	<u>5,505,400</u>	0.4%
Fund Balance Increase/(Decrease)	(16,304)	(149,105)	300,419	(85,000)	
<b>Ending Fund Balance</b>	143,398	(5,707)	443,817	358,817	-6387.3%
Fund Balance as a Percent of Operational Revenues	2.8%	-0.1%	8.3%	6.6%	

This page is a presentation of the projected results of operations for 911 Dispatch operations. For narrative information of operations and a more detailed view of expenditures, please refer to the 911 Dispatch Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**Drug Law Enforcement Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b>Beginning Fund Balance</b>	540,805	697,004	697,004	258,616	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	687,443	537,000	298,118	400,000	-25.5%
Contributions from Local Units	447,855	150,000	-	260,655	73.8%
Private Donations	-	3,500	-	-	-100.0%
Interest Income	40,640	44,400	7,704	43,000	-3.2%
<b>Total Revenues</b>	<u>1,175,938</u>	<u>734,900</u>	<u>305,822</u>	<u>703,655</u>	-4.3%
<b><u>Expenditures</u></b>					
Ingham-Eaton-Clinton Task Force	653,297	381,170	333,650	435,655	14.3%
Special Operations Section (LPD)	366,442	514,250	410,560	372,895	-27.5%
<b>Total Expenditures</b>	<u>1,019,739</u>	<u>895,420</u>	<u>744,210</u>	<u>808,550</u>	-9.7%
 Fund Balance Increase/(Decrease)	 156,199	 (160,520)	 (438,388)	 (104,895)	
<b>Ending Fund Balance</b>	697,004	536,484	258,616	153,721	-71.3%

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 Drug Law

**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**Building Safety Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Fund Balance</b>	3,099	23,927	23,927	39,603	
<b><u>Revenues</u></b>					
Licenses & Permits	1,438,125	1,624,337	1,597,324	1,735,100	6.8%
Charges for Services	7,250	4,300	9,250	6,500	51.2%
Miscellaneous	-	-	-	-	
Transfer from General Fund	500,000	509,451	477,174	304,900	100.0%
<b>Total Revenues</b>	<u>1,945,375</u>	<u>2,138,088</u>	<u>2,083,748</u>	<u>2,046,500</u>	-4.3%
<b>Expenditures</b>	<u>1,924,547</u>	<u>2,138,088</u>	<u>2,068,072</u>	<u>2,046,500</u>	-4.3%
 Fund Balance Increase/(Decrease)	 20,828	 -	 15,676	 -	
<b>Ending Fund Balance</b>	23,927	23,927	39,603	39,603	65.5%

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, 2009 - June 30, 2010**  
**Federal Entitlement Grant Special Revenue Funds**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected	FY 2010 Adopted	% Change FY09 Adopted FY10 Adopted
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	2,154,881	2,514,192	2,514,192	2,189,858	-12.9%
Interest Income	622	-	-	-	0.0%
Program Income	161,305	-	-	-	0.0%
Total CDBG Revenues	<u>2,316,808</u>	<u>2,514,192</u>	<u>2,514,192</u>	<u>2,189,858</u>	-12.9%
<b><u>Expenditures</u></b>					
General Administration	547,034	502,835	502,835	437,971	-12.9%
Single Family Rehab Program	1,053,570	1,107,229	1,107,229	744,704	-32.7%
Property Acquisition	75,959	256,000	256,000	487,020	90.2%
Public Improvements	80,473	56,000	56,000	56,685	1.2%
Neighborhood Community Services	361,369	377,128	377,128	328,478	-12.9%
Economic Development	150,003	150,000	150,000	100,000	-33.3%
Weatherization	48,400	65,000	65,000	35,000	-46.2%
Total CDBG Expenditures	<u>2,316,808</u>	<u>2,514,192</u>	<u>2,514,192</u>	<u>2,189,858</u>	-12.9%
<b>HOME GRANT</b>					
<b><u>Revenues</u></b>					
Federal Grants	913,076	838,078	562,345	929,850	11.0%
Program Income	-	-	3,000	-	
Total HOME Grant Revenues	<u>913,076</u>	<u>838,078</u>	<u>565,345</u>	<u>929,850</u>	11.0%
<b><u>Expenditures</u></b>					
General Administration	79,399	83,803	38,755	77,813	-7.1%
Single Family Building Rehab	768,888	270,000	463,186	423,619	56.9%
HOME Rehab. LISC & HRC	64,789	484,275	63,404	428,418	-11.5%
Total HOME Expenditures	<u>913,076</u>	<u>838,078</u>	<u>565,345</u>	<u>929,850</u>	11.0%
<b>EMERGENCY SHELTER GRANT (ESG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	83,783	95,772	144,076	96,357	0.6%
Total ESG Revenues	<u>83,783</u>	<u>95,772</u>	<u>144,076</u>	<u>96,357</u>	0.6%
<b><u>Expenditures</u></b>					
Emergency Shelter Operations	83,783	95,772	144,076	96,357	0.6%
Total ESG Expenditures	<u>83,783</u>	<u>95,772</u>	<u>144,076</u>	<u>96,357</u>	0.6%

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, 2009 - June 30, 2010**  
**Olds Park Stadium Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Fund Balance</b>	112,476	58,026	58,026	21,222	
<b><u>Revenues</u></b>					
Operating Revenues	447,823	428,000	413,410	280,500	-34.5%
Olds Park Stadium Naming Rights	100,000	100,000	100,000	100,000	0.0%
Interest Income	3,855	-	-	-	0.0%
Transfer from General Fund	830,000	900,000	900,000	800,000	-11.1%
<b>Total Revenues</b>	<u>1,381,678</u>	<u>1,428,000</u>	<u>1,413,410</u>	<u>1,180,500</u>	-17.3%
<b><u>Expenditures</u></b>					
Operating	57,744	57,744	57,744	57,744	0.0%
Debt Service	1,378,384	1,392,470	1,392,470	1,106,781	-20.5%
Transfer to LEPFA	-	-	-	-	
<b>Total Expenditures</b>	<u>1,436,128</u>	<u>1,450,214</u>	<u>1,450,214</u>	<u>1,164,525</u>	-19.7%
 Fund Balance Increase/(Decrease)	 (54,450)	 (22,214)	 (36,804)	 15,975	
<b>Ending Fund Balance</b>	58,026	35,812	21,222	37,197	3.9%
 Fund Balance as a Percent of Operational Revenues	 4.2%	 2.5%	 1.5%	 3.2%	

This page is a presentation of the projected results of operations for City support of Olds Park stadium operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Stadium Fund in the Department Summary section.

**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**Principal Shopping District Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 <u>Adopted Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Fund Balance</b>	21,625	7,127	7,127	68,931	
<b><u>Revenues</u></b>					
Special Assessments	416,760	417,380	417,380	416,760	-0.1%
Grants	10,000	10,000	10,000	10,000	0.0%
Miscellaneous	7,318	6,500	11,393	15,700	141.5%
Transfer from General Fund	42,075	42,075	42,075	42,075	0.0%
<b>Total Revenues</b>	<b>476,153</b>	<b>475,955</b>	<b>480,848</b>	<b>484,535</b>	<b>1.8%</b>
<b><u>Expenditures</u></b>					
	<b>490,651</b>	<b>475,955</b>	<b>419,044</b>	<b>484,535</b>	<b>1.8%</b>
Fund Balance Increase/(Decrease)	(14,498)	-	61,804	-	
<b>Ending Fund Balance</b>	<b>7,127</b>	<b>7,127</b>	<b>68,931</b>	<b>68,931</b>	<b>867.2%</b>

This page is a presentation of the projected results of operations for downtown Principal Shopping District operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Principal Shopping District in the Department Summary section, under Planning and Neighborhood Development.

**City of Lansing**  
**Fiscal Year July 1, 2009 - June 30, 2010**  
**Municipal Parking System Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Working Capital</b>	12,808,903	12,001,142	12,001,142	12,777,088	
<b><u>Revenues</u></b>					
Parking Revenue	7,657,882	6,612,300	6,963,745	6,738,500	1.9%
Baseball Revenue	16,760	8,700	14,854	24,900	186.2%
Parking Fines	805,813	720,000	697,046	500,000	-30.6%
Interest	508,389	250,000	186,819	175,000	-30.0%
Capital Lease Payment	4,140,000	4,145,000	4,140,000	4,140,000	-0.1%
Other Revenue	1,610,348	-	1,527,932	-	0.0%
Total Revenues	<u>14,739,192</u>	<u>11,736,000</u>	<u>13,530,395</u>	<u>11,578,400</u>	-1.3%
<b><u>Expenditures</u></b>					
Administration	3,819,361	1,601,771	1,389,487	1,591,995	-0.6%
Operations	705,814	843,499	672,472	782,178	-7.3%
Maintenance	1,128,836	1,264,919	1,787,656	1,173,485	-7.2%
South Grand Avenue Ramp	158,988	166,021	103,263	-	-100.0%
South Capital Avenue Ramp	333,231	732,235	360,833	1,101,642	50.4%
North Grand Avenue Ramp	624,605	1,664,395	1,111,004	463,839	-72.1%
North Capital Avenue Ramp	486,112	327,974	220,254	398,914	21.6%
Townsend Street Ramp	273,830	467,087	187,930	497,741	6.6%
New Ramp	-	-	-	6,000,000	100.0%
Baseball Operations	16,760	8,700	14,854	24,900	186.2%
Debt Service	7,999,416	6,906,566	6,906,696	6,906,566	0.0%
Total Expenditures	<u>15,546,953</u>	<u>13,983,167</u>	<u>12,754,449</u>	<u>18,941,260</u>	35.5%
Working Capital Increase/(Decrease)	(807,761)	(2,247,167)	775,946	(7,362,860)	
<b>Ending Working Capital</b>	12,001,142	9,753,975	12,777,088	5,414,228	-44.5%

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, 2009 - June 30, 2010**  
**Sewage Disposal System Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Working Capital</b>	6,798,862	5,310,532	5,310,532	4,270,512	
<b><u>Revenues</u></b>					
Sewer Charges	27,889,604	26,277,185	27,302,869	27,290,000	3.9%
Interest Income	794,065	300,000	107,090	125,000	-58.3%
Low Income Credit	(543)	(20,000)	(2,116)	(5,000)	-75.0%
Miscellaneous Income	26,076	30,000	703,555	25,000	-16.7%
Existing Bond Proceeds	-	6,218,148	6,218,148	1,260,000	
Capital Contingency Fund	-	-	-	-	
Transfer from General Fund	251,874	-	-	1,400,000	0.0%
<b>Total Revenues</b>	<b>28,961,076</b>	<b>32,805,333</b>	<b>34,329,546</b>	<b>30,095,000</b>	<b>-8.3%</b>
<b><u>Expenditures</u></b>					
Administration & General	12,509,444	10,653,309	11,403,807	10,607,100	-0.4%
Sewer Maintenance	1,055,993	2,257,331	1,882,246	2,039,567	
Pumping Stations	1,128,862	1,227,737	1,197,973	1,238,339	0.9%
Industrial Laboratory	312,618	390,416	316,109	311,349	-20.3%
Return on Equity - General Fund	300,000	300,000	300,000	300,000	0.0%
<b>Total Expenses</b>	<b>15,306,917</b>	<b>14,828,793</b>	<b>15,100,135</b>	<b>14,496,355</b>	<b>-2.2%</b>
Debt Service	13,054,579	14,186,375	14,186,375	15,575,745	9.8%
Capital Projects	2,087,910	6,893,900	6,083,056	1,260,000	-81.7%
<b>Total Budgeted Uses</b>	<b>30,449,406</b>	<b>35,909,068</b>	<b>35,369,566</b>	<b>31,332,100</b>	
Working Capital Increase/(Decrease)	(1,488,330)	(3,103,735)	(1,040,020)	(1,237,100)	
<b>Ending Working Capital</b>	<b>5,310,532</b>	<b>2,206,797</b>	<b>4,270,512</b>	<b>3,033,412</b>	<b>37.5%</b>

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, 2009 - June 30, 2010**  
**Refuse Disposal System Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Working Capital</b>	4,663	184,018	184,018	201,464	
<b><u>Revenues</u></b>					
Operating Income	1,618,045	1,614,734	1,525,893	1,576,439	-2.4%
Interest Income	(2,044)	15,020	-	-	100.0%
Transfer from General Fund	-	-	-	-	0.0%
<b>Total Revenues</b>	<u>1,616,001</u>	<u>1,629,754</u>	<u>1,525,893</u>	<u>1,576,439</u>	-3.3%
<b><u>Expenditures</u></b>					
Bulk Refuse Disposal	60,565	73,973	74,405	69,421	-6.2%
Bag Refuse Disposal	1,376,081	1,531,445	1,434,042	1,470,579	-4.0%
<b>Total Expenditures</b>	<u>1,436,646</u>	<u>1,605,418</u>	<u>1,508,447</u>	<u>1,540,000</u>	-4.1%
 Working Capital Increase/(Decrease)	 179,355	 24,336	 17,446	 36,439	
<b>Ending Working Capital</b>	184,018	208,354	201,464	237,903	14.2%

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, 2009 - June 30, 2010**  
**Municipal Recycling Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b>Beginning Working Capital</b>	1,179,615	1,334,372	1,334,372	906,604	
<b><u>Revenues</u></b>					
Operating Income	2,878,016	2,884,813	2,878,754	2,591,158	-10.2%
Sale of Recycled Materials	161,073	120,000	89,106	60,000	-50.0%
Interest Income	33,481	5,000	12,016	12,000	140.0%
Transfer from General Fund	-	-	-	-	0.0%
<b>Total Revenues</b>	<u>3,072,570</u>	<u>3,009,813</u>	<u>2,979,876</u>	<u>2,663,158</u>	-11.5%
<b><u>Expenditures</u></b>					
Bulk Refuse Disposal	1,345,489	1,627,597	1,412,628	1,432,856	-12.0%
Composting	815,257	1,120,140	1,172,990	1,104,618	-1.4%
Transfer Station	362,185	328,144	371,553	275,092	-16.2%
Promotion, Education, & Marketing	394,882	449,743	450,472	412,434	-8.3%
<b>Total Expenditures</b>	<u>2,917,813</u>	<u>3,525,624</u>	<u>3,407,644</u>	<u>3,225,000</u>	-8.5%
 Working Capital Increase/(Decrease	 154,757	 (515,811)	 (427,768)	 (561,842)	
<b>Ending Working Capital</b>	1,334,372	818,561	906,604	344,762	-57.9%

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, 2009 - June 30, 2010**  
**Municipal Cemeteries Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Working Capital</b>	192,215	163,621	163,621	109,089	
<b><u>Revenues</u></b>					
Cemetery Service Revenue	153,733	148,610	150,386	141,850	-4.5%
Sale of Lots	64,950	91,900	92,000	80,000	-12.9%
Other	2,124	2,250	5,400	1,500	-33.3%
Transfer from Perpetual Care	70,043	48,000	48,000	13,000	-72.9%
Transfer from General Fund	346,732	447,787	393,526	467,480	4.4%
<b>Total Revenues</b>	<u>637,582</u>	<u>738,547</u>	<u>689,312</u>	<u>703,830</u>	-4.7%
<b><u>Expenditures</u></b>					
Administration	332,745	469,868	471,929	295,237	-37.2%
Cemetery Paid Services	71,349	57,910	61,633	109,416	88.9%
Cemetery Ground Maintenance	249,092	196,984	196,497	287,177	45.8%
Transfer to Perpetual Care Fund	12,990	13,785	13,785	12,000	-12.9%
<b>Total Expenditures</b>	<u>666,176</u>	<u>738,547</u>	<u>743,844</u>	<u>703,830</u>	-4.7%
 Working Capital Increase/(Decrease)	 (28,594)	 -	 (54,532)	 -	
<b>Ending Working Capital</b>	163,621	163,621	109,089	109,089	-33.3%

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, 2009 - June 30, 2010**  
**Municipal Golf Courses Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b>Beginning Working Capital</b>	(431,171)	49	49	1,864	
<b><u>Revenues</u></b>					
Greens Fees	437,837	429,500	375,972	319,640	-25.6%
Equipment Rentals	141,865	125,663	136,284	119,500	-4.9%
Concessions	23,099	35,000	16,474	33,500	-4.3%
Lessons	2,569	12,500	620	6,000	-52.0%
Driving Range	2,014	85,000	10,000	163,000	91.8%
Other Revenue	538	50,000	45,978	50,000	0.0%
Transfers In - General Fund	829,672	100,000	100,000	-	100.0%
Transfers In - Parks Millage	-	275,640	225,640	200,000	100.0%
<b>Total Revenues</b>	<u>1,437,594</u>	<u>1,113,303</u>	<u>910,968</u>	<u>891,640</u>	-19.9%
<b><u>Expenditures</u></b>					
Administration	358,730	402,773	392,497	69,342	-82.8%
Groesbeck Golf Course	417,635	406,952	404,291	641,391	57.6%
Red Cedar Golf Course	51,551	84,820	4,403	8,803	-89.6%
Sycamore Golf Course	100,152	103,578	104,555	172,104	66.2%
Waverly Golf Course	78,306	115,180	3,407	-	-100.0%
<b>Total Expenditures</b>	<u>1,006,374</u>	<u>1,113,303</u>	<u>909,153</u>	<u>891,640</u>	-19.9%
 Working Capital Increase/(Decrease)	 431,220	 -	 1,815	 -	
<b>Ending Working Capital</b>	49	49	1,864	1,864	3704.1%

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**

### **Mission Statement:**

As the City's legislative branch, the City Council is responsible for adoption and amendment of ordinances in accordance with the City Charter and State Law. It is also charged with establishment of City Policy which is usually accomplished through the adoption of resolutions, and with oversight and investigatory powers. At weekly Council and Council 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 the annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and for the 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 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	281,872	303,207	292,510	304,710	0.5%
Fringe Benefits	335,431	247,257	226,000	187,864	-24.0%
	617,303	550,464	518,510	492,574	
Operating	87,414	116,187	139,047	111,700	-3.9%
Events	8,450	10,000	15,650	10,000	0.0%
Capital	4,178	16,000	17,837	10,000	-37.5%
Total	717,345	692,651	691,044	624,274	-9.9%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	3.0	3.0	3.0
Council members	8.0	8.0	8.0

### **Summary of Significant Changes:**

The decrease in the total projected cost of fringe benefits is attributable to changes to fringe benefits, adopted as recommended by the Elected Officers Compensation Commission (EOCC), a new healthcare plan for Council staff, and a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

## **INTERNAL AUDIT**

### Mission and Role

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.

## INTERNAL AUDIT

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected <u>Projected</u>	FY 2010 Adopted <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b><u>Department Appropriation</u></b>					
Personnel	91,983	94,156	94,156	93,208	-1.0%
Fringe Benefits	45,946	49,280	49,280	48,012	-2.6%
	137,929	143,436	143,436	141,220	-1.5%
Operating	4,806	8,165	9,181	8,000	-2.0%
Capital	1,631	1,500	1,500	1,500	
Total	144,366	153,101	154,117	150,720	-1.6%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	2.0	2.0	2.0

<sup>(1)</sup> One vacant Internal Auditor position remains authorized, but has not been budgeted since FY 2006.

### **Summary of Significant Changes:**

The decrease in the total projected cost of fringe benefits is attributable to a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

## **CITY TELEVISION**

### **Mission Statement**

The City's government cable television station, City TV, broadcasts Council meetings as well as other City-related public service programming.

## CITY TELEVISION

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	95,772	104,957	84,529	92,300	-12.1%
Fringe Benefits	75,691	81,361	88,000	83,505	2.6%
	<u>171,463</u>	<u>186,318</u>	<u>172,529</u>	<u>175,805</u>	-5.6%
Operating	11,269	10,000	24,276	10,000	0.0%
Capital	9,591	80,000	93,030	10,000	-87.5%
Total	<u>192,323</u>	<u>276,318</u>	<u>289,835</u>	<u>195,805</u>	-29.1%

<b><u>Position Summary</u></b>	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	2.0	2.0	2.0

**Summary of Significant Changes:**

The reduction in capital funding from the City TV budget is the result of available Public Education & Government Television (PEG) funding, restricted for cable use, is contained within the City's Capital Improvement Program.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts. The overall increase in fringe benefits for City TV is attributable to changes in employees' selection of benefit plans

## Mayor's Office

### Mission Statement

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 Greater Lansing Go Green! 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 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 that focus on key policy areas, including health and fitness, drug-free youth, and creating a more walkable, bikeable community.

## MAYOR'S OFFICE

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected	FY 2010 Adopted	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	451,880	414,270	414,270	446,748	7.8%
Fringe Benefits	193,537	218,481	218,481	183,467	-16.0%
	<u>645,417</u>	<u>632,751</u>	<u>632,751</u>	<u>630,215</u>	-0.4%
Operating	88,376	97,747	95,247	94,929	-2.9%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u><u>733,793</u></u>	<u><u>730,498</u></u>	<u><u>727,998</u></u>	<u><u>725,144</u></u>	-0.7%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	5.0	5.0	5.0

### **Summary of Significant Changes:**

Staffing remains the same for the Mayor's Office since FY 2006 when, upon his election, Mayor Bernero downsized the office by two full-time employees, in addition to having the Chief of Staff as acting Finance Director.

The decrease in the total projected cost of compensation is attributable to changes to the Mayor's salary and fringe benefits, adopted as recommended by the Elected Officers Compensation Commission (EOCC), as well as a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

## CITY CLERK

### **Mission Statement:**

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, and administers all oaths required for municipal purposes by law.

## CITY CLERK'S OFFICE

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected <u>Projected</u>	FY 2010 Adopted <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	403,186	497,000	476,354	470,302	-5.4%
Fringe Benefits	265,691	294,229	266,378	282,475	-4.0%
	668,877	791,229	742,732	752,777	-4.9%
Operating	164,947	198,624	173,228	136,600	-31.2%
State-Reimbursable				-	
Elections Costs	66,747	-	-	-	100.0%
Capital	-	-	110	10,000	
Total	900,571	989,853	916,070	899,377	-9.1%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	7.0	7.0	7.0

### **Summary of Significant Changes:**

Fiscal year 2009 was a presidential election year, requiring higher-than-normal personnel and operating costs. The FY 2010 budget reflects a return to non-election year levels. The budget also reflects changes to the City Clerk's salary and fringe benefits, adopted as recommended by the Elected Officers Compensation Commission (EOCC), as well as a reduction in the prefunding of retiree healthcare to the minimum level agreed to in labor contracts.

The City Clerk's Office will use recently acquired OnBase Document Management software to implement an electronic document management system. This system will increase efficiency of the storage and retrieval of City records, as well as routing. Future phases of the project will standardize and simplify processes such as contract routing, to help create accountability of documents from creation to execution to final storage.

## **54-A DISTRICT COURT**

### Mission and Role

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 \$3,000, 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, the Lansing Police Department, and the Department of Planning & Neighborhood Development's Building Division. The Parking Bureau and the District Court have an integrated system for processing parking tickets. 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.

### **CIRCUIT COURT**

By State law, the City is obligated to provide a facility for the Circuit Court, which is operated by Ingham County. The City's budget for the Circuit Court is for facility rent only.

## COURTS

### 54-A District Court & Probation

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected	FY 2010 Adopted	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	2,394,215	2,547,478	2,263,742	2,413,183	-5.3%
Fringe Benefits	2,075,752	2,332,154	2,234,992	2,226,862	-4.5%
	4,469,967	4,879,632	4,498,734	4,640,045	-4.9%
Operating	556,883	587,691	511,745	551,635	-6.1%
Capital	-	-	-	2,100	
Transfers	-	-	-		
Total	5,026,850	5,467,323	5,010,479	5,193,780	-5.0%

#### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	53.0	53.0	53.0

#### **Summary of Significant Changes:**

The decrease in the total projected cost of fringe benefits is attributable to a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

District Court, in collaboration with the Police Department, is in the process of implementing an electronic citation program, expected to commence on July 1, 2009. The new technology will allow officers to generate a uniform law citation by swiping motorist licenses. The information provided by the Secretary of State will automatically download to the City's network and transfer to the Court's case management system. The officer will be able to print and distribute the citation to the motorist at the scene. This eliminates time spent hand-writing tickets on the road and manual input of the information at the court.

District Court is now able to share court schedules with relating agencies (i.e. prosecutor and City Attorney offices) electronically due to the web access through the new case management system. This will allow elimination of faxing and sending printed copies of court dockets to personnel prosecuting court cases, thus, improving timeliness guidelines set forth by the Supreme Court. The implementation of the new process also falls in line with the City's efforts of going 'paperless' by streamlining processes for efficiency.

District Court is working collaboratively with the City Attorney's Office and LPD on reducing the amount of officer overtime through creative scheduling in the City Clerk's Office. The development of explanation hearings has reduced both the number of matters being formally heard and the required appearance of witnesses, including law enforcement personnel. The acquisition of the new case management system allows sharing of information electronically, therefore reducing the number of copies generated and shared either through mailing or faxing. Being able to access court information electronically allows for timely distribution of subpoenas.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	-	-	-	-	
Operating	145,441	163,000	163,000	163,000	0.0%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>145,441</u>	<u>163,000</u>	<u>163,000</u>	<u>163,000</u>	0.0%

**Summary of Significant Changes:**

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

## **PLANNING & NEIGHBORHOOD DEVELOPMENT**

### **Mission and Roles**

The primary objective of the Planning and Neighborhood Development Department has been to stabilize the City's economic base, and, through continued planned and directed development, "grow" that base to a level capable of providing continuous support for the City's services and infrastructure. The direct service missions of the Department include Zoning, Building Safety (building, plumbing, electrical, mechanical, and plan review and inspections), Homeownership Assistance, Homeless Assistance, Rental Housing Inspection & Certification, and Nuisance Ordinance administration and enforcement.

Housing and neighborhood improvement activities and coordination are primarily handled under the City's Community Development Block Grant (CDBG) and various federal and state housing assistance programs. Planning functions include comprehensive planning, site plan review, flood plain review, zoning review, historic preservation, state-mandated studies and local neighborhood traffic studies, public improvement and economic development projects and activities. Neighborhood traffic and downtown development and transportation challenges are managed by the Transportation and Parking Office. The Principal Shopping District, which falls under the umbrella of the Department, is committed to creating a thriving world-class capital city through promotions, design, business development and organization. Placement of all of these functions within a single agency has helped to focus all City development efforts as a team.

The Department also provides intra-departmental assistance in the form of property acquisition and disposal, leasing, architectural review, and coordination of regulatory functions. Staff also works with other Departments on geographically relevant information, such as criminal law enforcement activities and demographic data maintenance and analysis. Finally, the Department supports the Planning Board, Zoning Board of Appeals, Traffic Board, Historic District Commission, and the Plumbing, Mechanical and Electrical Boards, the Building Board of Appeals, as well as numerous neighborhood organizations and nonprofit housing corporations. The Department also assists the Mayor and Council in policy-making roles.

### **Organization**

The Planning and Neighborhood Development Department consists of six separate divisions: Administration, Building Safety, Code Compliance, Planning, Transportation & Parking, and Development. Divisions that are primarily "non-General Fund" are the Building Safety, Development, and Transportation & Parking.

Building Safety is operated as a Special Revenue Fund, per State Law. The Community Development Block Grant Program, HOME, and the Emergency Shelter Grant Program are federally funded programs, administered by the Development division. The Transportation & Parking office encompasses the operation of the parking system, which is an enterprise fund, as well as a portion of Act 51 Major and Local Streets operations.

The Lansing Economic Development Corporation, the Lansing Brownfield Redevelopment Authority and the Tax Increment Finance Authority, all independent boards, also fall under the umbrella of the Department of Planning and Neighborhood Development. Its mission includes all brownfield projects as well as all other economic incentives, including PA 198s and PA 328s, Renaissance Zone, Neighborhood Enterprise Zones (NEZ), Obsolete Property Rehabilitation District (OPRA), SmartZone, Linking Lansing and U and all other forms of economic assistance. The Principal Shopping District has an independent board and is committed to creating a downtown Lansing that is united, vibrant, economically strong and culturally dynamic.

## PLANNING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT SUMMARY

### Department Appropriation

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
Planning & Neighborhood Development - General Fund	3,595,870	3,710,014	3,505,819	3,651,370	-1.6%
Building Safety Fund	1,924,547	2,138,088	2,068,072	2,046,500	-4.3%
CDBG Fund	2,316,808	2,514,192	2,514,192	2,189,858	-12.9%
HOME Grant Fund	913,079	838,078	565,345	929,850	11.0%
Emergency Shelter Grant	83,783	95,772	144,076	96,357	0.6%
Parking Fund	15,546,953	13,983,167	12,754,449	18,941,260	35.5%
<b>Total P&amp;ND</b>	<b>24,381,040</b>	<b>23,279,311</b>	<b>21,551,953</b>	<b>27,855,195</b>	<b>19.7%</b>

### Position Summary

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	90.0	90.0	87.0

### Summary of Significant Changes:

Three vacant positions are eliminated for FY 2010: one in Code Compliance, one in Planning, and one in Transportation.

### Homestead Improvement Program (HIP)

The purpose of this new program is to provide incentive for the improvement of homeowner-occupied housing stock and the rehabilitation of houses for owner occupancy. The program offers a grant to offset part of the increased property taxes that occur because of the rehabilitation work or improvement to owner-occupied dwellings. The grant is made in proportion to the increased taxable value of the property after completion of the qualified substantial improvement. The grant will be paid in annual installments over a period of twelve years. The grant is available to all home owners, without regard to income.

### Foreclosure Prevention Assistance

Foreclosure prevention counseling has proven to be a cost effective way to maintain owner occupancy. High quality services are available at no cost to home owners through foreclosure prevention counselors from three agencies, Franklin St., Lansing Affordable Homes and Center for Financial Health. Last year 353 foreclosures were prevented at an average cost of \$268 - \$333 per case. Counseling services in Lansing are funded by HUD, the Michigan State Housing Development Authority (MSHDA) and Ingham County as well as by the City. Continued support for foreclosure prevention is a high priority because nearly all Lansing neighborhoods are considered by HUD to be at high risk of foreclosure abandonment during the next 18 months.

(continued)

### **CDBG Stimulus**

The US Department of Housing and Urban Development (HUD) announced a supplemental CDBG allocation of \$587,391 for Lansing as part of the federal economic stimulus package. Instructions are not yet available regarding HUD's priorities for the use of this funding or the timeline for its release. However, HUD has announced that it will be handled as an amendment to the current year program. The Development Office anticipates preparing a substantial amendment to the current Consolidated Plan to describe the proposed uses for the funds. The Amendment will be posted for public comment and sent for review by Council prior to its submission to HUD.

### **Partnership with LNC for Board-ups**

PND entered into a contract with the Lansing Neighborhood Council (LNC) this year to provide emergency board up services. LNC works in cooperation with workers provided by Teen Challenge to complete the work. The arrangement has been working very well. Services are timely, efficient and cost effective. The contract will be renewed for the coming fiscal year.

## PLANNING & NEIGHBORHOOD DEVELOPMENT General Fund

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b><u>Department Appropriation</u></b>					
Personnel	1,573,718	1,602,797	1,421,181	1,535,640	-4.2%
Fringe Benefits	1,174,248	1,323,770	1,264,217	1,223,112	-7.6%
	<u>2,747,966</u>	<u>2,926,567</u>	<u>2,685,398</u>	<u>2,758,752</u>	-5.7%
Operating	606,604	449,787	486,761	514,868	14.5%
Economic Development					
Corporation Contract	241,300	333,660	333,660	377,750	
Capital	-	-	-	-	
Total	<u>3,595,870</u>	<u>3,710,014</u>	<u>3,505,819</u>	<u>3,651,370</u>	-1.6%

### **Summary of Significant Changes:**

Two vacant positions are eliminated for FY 2010: one in Code Compliance and one in Planning. In addition, fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

### **Homestead Improvement Program (HIP)**

The purpose of this new program is to provide incentive for the improvement of homeowner-occupied housing stock and the rehabilitation of houses for owner occupancy. The program offers a grant to offset part of the increased property taxes that occur because of the rehabilitation work or improvement to owner-occupied dwellings. The grant is made in proportion to the increased taxable value of the property after completion of the qualified substantial improvement. The grant will be paid in annual installments over a period of twelve years. The grant is available to all home owners, without regard to income.

### **Partnership with Lansing Neighborhood Council for Board-ups**

PND entered into a contract with the Lansing Neighborhood Council (LNC) this year to provide emergency board up services for vacant homes. LNC works in cooperation with workers provided by Teen Challenge to complete the work. The arrangement has been working very well. Services are timely, efficient and cost effective. The contract will be renewed for the coming fiscal year.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	873,741	969,247	899,340	877,830	-9.4%
Fringe Benefits	648,755	731,315	731,315	684,469	-6.4%
	<u>1,522,496</u>	<u>1,700,562</u>	<u>1,630,655</u>	<u>1,562,299</u>	-8.1%
Operating	402,051	427,526	427,417	474,201	10.9%
Capital	-	10,000	10,000	10,000	0.0%
Transfers	-	-	-	-	
Total	<u>1,924,547</u>	<u>2,138,088</u>	<u>2,068,072</u>	<u>2,046,500</u>	-4.3%

**Summary of Significant Changes:**

The decrease in FY 2010 personnel expenses is due to time allocation of a Building Safety position, as a result of the elimination of a position in Code Compliance. Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

**Vacant Building Inspection Program:**

The Vacant Building Inspection Program is a joint effort by staff from both the Fire Marshal's Office and Plan Review Staff and has resulted in a document providing the guidelines necessary for consistent enforcement for maintenance of vacant buildings. The Fire Marshal's Office has the authority to gain access into the buildings and can inspect for compliance with the requirements of the Fire Code. The Plan Review staff of the Building Safety Office has the technical knowledge to identify code items that need to be brought up to date with the requirements of the International Property Maintenance Code and/or the Michigan Rehabilitation Code for Existing Buildings. The implementation of this program has begun in recent months. The success of this program will be dependent upon appropriate staffing levels in both departments

**Commercial Property Inspection:**

The Building Safety Division will be allocating personnel resources to conduct the inspection of commercial properties for compliance with the International Property Maintenance Code, as adopted by reference, in the Michigan Building Code. In the initial stages of this program we will concentrate on areas of the city with a high concentration of commercial properties.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	560,267	621,542	621,542	430,674	-30.7%
Fringe Benefits	407,214	439,236	439,236	345,923	-21.2%
	<u>967,481</u>	<u>1,060,778</u>	<u>1,060,778</u>	<u>776,597</u>	
Operating	1,349,327	1,453,414	1,453,414	1,413,261	-2.8%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>2,316,808</u>	<u>2,514,192</u>	<u>2,514,192</u>	<u>2,189,858</u>	-12.9%

**Summary of Significant Changes:**

Funding for the Community Development Block Grant (CDBG) program is determined by a formula-based allocation from the U.S. Department of Housing and Urban Development (HUD).

Changes in personnel are reflective of changes in allocation of staffing time.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

**Owner-Occupied Property Improvement Grant Program**

Foreclosure prevention counseling has proven to be a cost effective way to maintain owner occupancy. High quality services are available at no cost to home owners through foreclosure prevention counselors from three agencies, Franklin St., Lansing Affordable Homes and Center for Financial Health. Last year 353 foreclosures were prevented at an average cost of \$268 - \$333 per case. Counseling services in Lansing are funded by HUD, the Michigan State Housing Development Authority (MSHDA) and Ingham County as well as by the City. Continued support for foreclosure prevention is a high priority because nearly all Lansing neighborhoods are considered by HUD to be at high risk of foreclosure abandonment during the next 18 months.

**CDBG Stimulus**

HUD announced a supplemental CDBG allocation of \$587,391 for Lansing as part of the economic stimulus. Instructions are not yet available regarding HUD's priorities for the use of this funding or the timeline for its release. However, HUD has announced that it will be handled as an amendment to the current year program. The Development Office anticipates preparing a substantial amendment to the current Consolidated Plan to describe the proposed uses for the funds. The Amendment will be posted for public comment and sent for review by Council prior to its submission to HUD.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	37,398	41,005	17,475	38,125	-7.0%
Fringe Benefits	30,536	32,710	15,102	33,057	1.1%
	<u>67,934</u>	<u>73,715</u>	<u>32,577</u>	<u>71,182</u>	
Operating	845,145	764,363	532,768	858,668	12.3%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>913,079</u>	<u>838,078</u>	<u>565,345</u>	<u>929,850</u>	11.0%

**Summary of Significant Changes:**

The HOME grant is a federal program that provides funding for housing rehabilitation projects. Funding for the HOME grant program is determined by a formula-based allocation from the U.S. Department of Housing and Urban Development (HUD).

Changes in personnel are reflective of changes in allocation of staffing time.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	-	-	-	-	
Fringe Benefits	-	-	-	-	
	-	-	-	-	
Operating	83,783	95,772	144,076	96,357	0.6%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>83,783</u>	<u>95,772</u>	<u>144,076</u>	<u>96,357</u>	0.6%

**Summary of Significant Changes:**

The Emergency Shelter Grant (ESG) is a federal program that provides funding for emergency shelters. Funding for the ESG program is determined by a formula-based allocation from the U.S. Department of Housing and Urban Development (HUD).

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	1,393,378	1,723,400	1,112,858	1,593,100	-7.6%
Fringe Benefits	1,219,167	1,372,370	1,181,760	1,385,040	0.9%
	<u>2,612,545</u>	<u>3,095,770</u>	<u>2,294,618</u>	<u>2,978,140</u>	-3.8%
Operating	1,820,941	1,848,331	1,554,075	1,699,954	-8.0%
Capital	746,804	2,132,500	1,999,060	7,356,600	245.0%
Debt Service	7,999,416	6,906,566	6,906,696	6,906,566	0.0%
Transfers	2,367,247	-	-	-	
Total	<u>15,546,953</u>	<u>13,983,167</u>	<u>12,754,449</u>	<u>18,941,260</u>	35.5%

**Summary of Significant Changes:**

One vacant position is eliminated from the Parking Fund for FY 2010.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

Funds are appropriated for the construction of a 400 - 500 space parking ramp to be located to the east of the Lansing Center. The estimated cost of the ramp is \$9 million, \$6 million of which is recommended for appropriation in this budget. The remaining \$3 million will need be appropriated in FY 2011. The source of funds for this ramp construction is equity in the Parking Fund and bond financing.

## PRINCIPAL SHOPPING DISTRICT

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	173,043	178,828	127,190	135,200	-24.4%
Fringe Benefits	-	-	-	47,653	
	<u>173,043</u>	<u>178,828</u>	<u>127,190</u>	<u>182,853</u>	2.3%
Operating	317,608	297,127	291,854	301,682	1.5%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u><u>490,651</u></u>	<u><u>475,955</u></u>	<u><u>419,044</u></u>	<u><u>484,535</u></u>	1.8%

### **Summary of Significant Changes:**

In past years, fringe benefits were included in the personnel costs. For FY 2010, they are being split out to conform with the display of other departments.

### **Restructuring of the Principal Shopping District (PSD):**

With the transition of organizational philosophy to the Main Street Four-Point Approach, the Lansing PSD is now taking a comprehensive approach to downtown revitalization.

### **Michigan Main Street Program Participation:**

The Michigan Main Street program is a training program designed to help downtown communities revitalize themselves. The program's objective is to revitalize downtowns in Michigan as a means of increasing the state's ability to retain and attract residents, employees and employers. The measurable goals include increasing State Equalized Value (SEV), private investment, number of private jobs and permanent residential opportunities in the downtown area.

In July of 2008, the Lansing PSD was one of seventeen communities selected to participate in the Michigan Main Street program at the Associate Level by the Michigan State Housing Development Authority (MSHDA). The Lansing PSD is receiving training over the next two years in the basics of Main Street. With the hiring of a new Executive Director in August of 2008 the Lansing PSD has started implementing the Four-Point Main Street Approach as part of its organizational re-structuring process. The four committees or approaches are: Design, Organization, Economic Restructuring and Promotions.

The Lansing PSD will be creating new special events and programs, launching a new name, logo, and downtown website, increasing beautification efforts, and focusing on connecting the workforce, visitors, and residents to downtown Lansing.

# FINANCE

## **Mission and Roles**

The Finance Department consists of three divisions: Operations, Assessor, and Treasury - Income Tax. Operations includes accounting, Business Services, and Budget. The former Management Services Department was merged with the Finance Department in FY 2007. As such, the Finance Department is also responsible for information technology, property and facilities maintenance, and fleet maintenance.

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 computerized financial management systems which are used to maintain records of assessments on real and personal property, to audit property and income tax collection, and to 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 prepare labor relations cost estimates during contract negotiations, and provide cost benefit analyses on proposed projects for Mayoral review.

The Finance Department is also the administering department for the Retirement Systems, and as such, has the responsibility and oversight for Retirement Systems' assets, and development of policies, controls, and recommendations to its retirement boards, City Council, and Mayor. There are three different Retirement Systems, each with separate contractual and legal responsibilities, and separate boards that meet each month.

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, purchasing, 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 SUMMARY

### Department Appropriation

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
Finance - General Fund	10,821,358	11,359,067	10,022,027	10,483,840	-7.7%
Fleet Maintenance Fund	6,563,071	8,642,963	7,262,434	7,418,946	-14.2%
<b>Total Finance</b>	<b>17,384,429</b>	<b>20,002,030</b>	<b>17,284,461</b>	<b>17,902,786</b>	<b>-10.5%</b>

### Position Summary

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget **</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	118.0	118.0	107.0 <sup>(1)</sup>

<sup>(1)</sup> One position is authorized, but has not been budgeted since FY 2006, as the Chief of Staff also serves as the Acting Finance Director (compensation is split between Finance and Mayor's Office).

### Summary of Significant Changes:

Eleven vacant positions eliminated for FY 2010: one in the Assessor's Office, two the Treasurer's Office, two in the Accounting/Purchasing/Budget Office, two in Information Technology, one in Property Management, and three in Fleet Services.

## FINANCE DEPARTMENT General Fund

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b><u>Department Appropriation</u></b>					
Personnel	4,739,390	4,864,922	4,318,065	4,356,067	-10.5%
Fringe Benefits	3,458,481	3,919,447	3,073,051	3,424,707	-12.6%
	<u>8,197,871</u>	<u>8,784,369</u>	<u>7,391,116</u>	<u>7,780,774</u>	-11.4%
Operating	2,563,983	2,549,698	2,622,731	2,678,066	5.0%
Capital	59,504	25,000	8,180	25,000	0.0%
Total	<u>10,821,358</u>	<u>11,359,067</u>	<u>10,022,027</u>	<u>10,483,840</u>	-7.7%

### **Summary of Significant Changes:**

Eight vacant General Fund positions are eliminated for FY 2010: one in the Assessor's Office; two in the Treasurer's Office; two in the Accounting and Purchasing Offices; two in Information Technology; and one in Property Management. Most of these positions have been vacant for much of FY 2009, and internal operations have been adjusted to accommodate the reduced staffing levels. The essential services in each area will continue to be provided. In addition, fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

In FY 2010, compliance efforts for income taxes and personal property taxes will continue, using information and assistance from the State; the use of electronic filing of income taxes will be expanded; cash receipting system will be further automated; the City web site will continue to be improved; fleet and garage management will continue to be enhanced; and computer equipment and buildings maintained. Energy conservation efforts will be continued, with the possibility that federal stimulus funds may be available.

The City will continue to work with the Board of Water and Light to evaluate fleet management and garage operations, including opportunities for consolidating facilities.

**FINANCE**  
**Fleet Maintenance Internal Service Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	1,610,235	1,776,301	1,610,400	1,594,444	-10.2%
Fringe Benefits	1,492,101	1,619,011	1,679,600	1,453,966	-10.2%
	<u>3,102,336</u>	<u>3,395,312</u>	<u>3,290,000</u>	<u>3,048,410</u>	-10.2%
Operating	3,100,490	2,902,518	2,793,104	2,078,224	-28.4%
Debt Service	192,707	205,995	192,600	-	-100.0%
Capital	167,538	2,139,138	986,730	2,292,312	7.2%
Transfers	-	-	-	-	
Total	<u>6,563,071</u>	<u>8,642,963</u>	<u>7,262,434</u>	<u>7,418,946</u>	-14.2%

**Summary of Significant Changes:**

Three vacant positions are eliminated in Fleet Services for FY 2010. Through reassignment of duties, use of technology, and ongoing evaluation of processes, no changes in the department's service levels are expected. In addition, fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

The City will continue to work with the Board of Water and Light to evaluate fleet management and garage operations, including opportunities for consolidating facilities.

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## **DEPARTMENT OF HUMAN RESOURCES**

The Department of Human Resources advises the Mayor on policy-related items concerning labor relations, equal employment opportunities, hiring practices, benefits and payroll, and health and safety issues. The Department develops and updates internal policies and procedures for the Department, and provides a wide range of activities and customer support services to all City Departments, including 54A-District Court, Economic Development Corporation, Principal Shopping District, Lansing Police and Lansing Fire Departments.

Within the Employee Services Division, the Selection and Retention Section is responsible for recruitment, selection, hiring and retention of applicants and maintains a computerized tracking system. The Payroll and Benefits Section provides services to City employees from the point of hire with an extensive orientation to Lansing, along with an enhanced orientation to the city's fringe benefits systems. The Section processes changes to bi-weekly payrolls, including options to enroll in various City sponsored activities such as: Credit Union, United Way, AFLAC and Deferred Compensation Programs, to name a few. This section also administers compensation for all City of Lansing employees, including administration and payment of payroll, sick leave reimbursement, health care waiver, longevity bonuses, and special pays (e.g., retroactive pay).

The Employee Services Division also administers unemployment and the L-HOPE employee home ownership incentive program. The Division ensures compliance with federal, state and local regulations governing hiring, employment, and safety practices. The Division also provides direct assistance to members of the public seeking employment with the City through personal contact and through a Jobs HotLine. The Employee Services Division developed a new "Career Center" providing a self-service, on-line/website application process on the first floor of City Hall, allowing easy access for walk-in applicants. The Department supports City operations through the establishment of hiring and training programs designed to ensure effective use of our human resources, and through benefit coordination, classification system administration, and employee record-keeping.

The Employee and Labor Relations Division is charged with facilitating positive working relationships with the City's bargaining units by resolution of bargaining issues, the administration of the grievance procedure, and review of matters of contract interpretation or changing circumstances, all in the mutual interest of the City and its employees. Additionally, this Division is responsible for development and training of all City employees and assisting in training supervisory personnel. The Division assists with the handling of employment matters related to Federal, State and City regulations/compliance. As designated by the Mayor, the Employee & Labor Relations Division collectively bargains on behalf of the City, assisted by Mayoral-designated bargaining teams. Division staff advise line supervisors in matters of contract interpretation and procedure, coordinate grievance processing and arbitration with the delegated authority of the City Attorney, and administer unemployment compensation claims.

The Health and Safety Section administers the City's workers' compensation program. This program for injured workers ensures the best possible medical care for a prompt and expedient return to work. In addition, it administers the federally-mandated Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and the Department of Transportation (DOT) drug and alcohol testing and safety tracking programs. The Health and Safety Section administers and facilitates referrals to the City's Employee Assistance Program (EAP) as well supervises all violence investigations consistent with the Workplace Violence Prevention Policy. The department promotes employee and community based initiatives/partnerships that provide education, support and vaccinations through such organizations as the American Cancer Society, the American Red Cross and the Sparrow Health Systems. The various partnerships are vital to maintaining the overall health and well being of City employees and City residents.

## HUMAN RESOURCES

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected <u>Projected</u>	FY 2010 Adopted <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	756,009	792,542	734,140	708,722	-10.6%
Fringe Benefits	545,142	615,529	584,631	519,986	-15.5%
	<u>1,301,151</u>	<u>1,408,071</u>	<u>1,318,771</u>	<u>1,228,708</u>	-12.7%
Operating	583,723	617,036	514,714	587,612	-4.8%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>1,884,874</u>	<u>2,025,107</u>	<u>1,833,485</u>	<u>1,816,320</u>	-10.3%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	14.0	14.0	12.0

### **Summary of Significant Changes:**

Two vacant positions are eliminated in Human Resources for FY 2010. In addition, fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

In March, 2008 a new, integrated payroll system was implemented, which has lead to a number of efficiencies across the City. Implementation of other human resource software modules to the system are planned.

The Department is currently handling contract negotiations with four open bargaining units.

## **OFFICE OF THE CITY ATTORNEY**

### Mission Statement

The Office of the City Attorney (OCA) is dedicated to providing the highest quality legal service to the City of Lansing. The City Attorney's mission is to provide professional, knowledgeable, courteous, and dependable service to the City's elected, appointed, and administrative officials and its committees and boards. The City Attorney's goal is to equal or exceed the legal abilities of any respected private law firm in the State and to be the best possible "law firm" to the City.

Under the Charter, the City Attorney is responsible to both the Mayor and the City Council. The Office of the City Attorney provides legal services at the request of the Mayor, City Council, City Departments and Boards, and represents the City in civil litigation cases against the City, ordinance infraction cases, and administrative hearings. As the legal representative for the City, the City Attorney is involved in prosecution of violations that directly impact citizen and neighborhood safety and quality, including drug law enforcement, alcohol-related offenses, and housing code violations. The City Attorney drafts ordinances and issue written legal opinions to elected, appointed, and administrative officials. The City Attorney also reviews and approves all contracts for services and equipment, Council resolutions, and grants, and serves as the designated Freedom of Information Act (FOIA) coordinator for the City.

## OFFICE OF THE CITY ATTORNEY

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b><u>Department Appropriation</u></b>					
Personnel	735,595	728,946	714,200	722,793	-0.8%
Fringe Benefits	464,801	523,125	510,870	526,207	0.6%
	1,200,396	1,252,071	1,225,070	1,249,000	-0.2%
Operating	105,133	91,206	101,557	102,000	11.8%
Capital	-	-	-	-	
Total	1,305,529	1,343,277	1,326,627	1,351,000	0.6%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	12.0	12.0	12.0

### **Summary of Significant Changes:**

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts. The overall increase in fringe benefits for the City's Attorney's Office is attributable to changes in employees' selection of benefit plans.

The Office of City Attorney (OCA) has successfully implemented OnBase Document Management Software for City documents, through a pilot program with the Mayor's Office, City Council, and Clerk's Office. Phase II of the project will include the remaining City departments and document types. Ultimately, OnBase has the potential to be true Enterprise Management Software for the entire City. Because OnBase is the same software in place in Ingham County, there is great potential for a paperless justice system, which will be integrated through the Courts, Cops, and Counselors Working Group.

Since the OCA started the monthly Courts, Cops, and Counselors Working Group (with LPD, 54-A District Court, the OCA, and the Ingham County Prosecutor's Office), more than \$100,000 in law enforcement officer overtime has been averted, helping to minimize court time officers spend waiting to testify and maximize time spent patrolling.

The OCA systematized the City's contract routing process for the first time, tracking all contracts that come through the City and diagnosing any procedural bottlenecks. The continued implementation of OnBase will lead to automation of this function; the contract routing process will integrate directly with GroupWise for electronic routing and notification.

# POLICE DEPARTMENT

## Mission and Role

The mission of the Lansing Police Department is to minimize crime, maximize public safety, maintain order, and enforce the law. We pledge to maintain the trust and confidence of our citizens by partnering with them to: solve community problems, provide safety education, and enhance Lansing's quality of life, making it a great place to live, work and visit.

## **Goals of the Lansing Police Department:**

- 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 the 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.
- Maximize the use of available resources.

Police Department operations involve logistical support from all Divisions. In addition to the Office of the Chief, the Department is divided into four Divisions, the North Precinct Division, including the Special Operations Section, the South Precinct Division, and the Staffing Services Division including the Training / Technical Services Section, the Records / Property Section, the Accounting Services Section, and the Detention Section; and the Communications Division including the Electronics Equipment Maintenance Unit.

Forfeiture Fund (drug law enforcement fund) consists of monies and other assets seized and forfeited in the process of enforcement of anti-drug laws. Specifically, the activities of the Ingham-Eaton-Clinton Counties Co-operative Enforcement Team (a multi-agency task force) and the Lansing Police Department Special Operations Section (SOS) generate the revenues credited to this fund. The drug law workload makes up the majority of the SOS activities.

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The three counties in the IEC Cooperative (Ingham, Eaton, and Clinton) appropriate their respective shares of the total drug law enforcement task force budget (census population weighted) and, at year's end, are reimbursed to the extent that drug forfeitures were sufficient to pick up the costs. Forfeitures in excess of IEC Cooperative expenditures are returned first to the counties (first tier) and then to all the participating agencies (second tier, including Lansing Police and Michigan State Police). Some adjustments to this arrangement were necessary in FY04 as the 2000 Federal Census was implemented, effectively changing the population weighting scheme used by the Co-Op. In addition, a portion of the annual county returns are held back as a modified working fund balance should forfeitures hit a dry spell. The City acts as the fiduciary agent for the IEC Co-Op.

Any IEC Co-Op funds turned back to Lansing Police must be used for drug law enforcement purposes. By definition of the IEC Co-Op funding agreement, any extra monies for LPD used to become bonus dividends to the REACH (LPD) drug law enforcement program. Auditing standards now separate the two enforcement units and the Co-Operative funds are no longer interchangeable.

## POLICE DEPARTMENT SUMMARY

### Department Appropriation

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 Projected <u>Projected</u>	FY 2010 Adopted <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
Police General Fund	33,138,639	34,542,203	33,520,615	34,319,970	-0.6%
911 Dispatch Center	5,138,210	5,482,105	5,053,502	5,505,400	0.4%
Drug Law Enforcement	1,019,739	895,420	744,210	808,550	-9.7%
<b>Total Police</b>	<b>39,296,588</b>	<b>40,919,728</b>	<b>39,318,327</b>	<b>40,633,920</b>	<b>-0.7%</b>

### Position Summary

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	342.0	343.0	344.0

### Summary of Significant Changes

One vacant civilian position is eliminated for FY 2010. Contingent on available stimulus funding, two additional officers are anticipated for the year, as well as funding for two officer positions formerly funded by the City's Community Development Block Grant (CDBG).

### **Motor Carrier Program**

Overweight vehicles cause undue wear-and-tear to City streets. Local enforcement of motor carrier safety ordinances (forthcoming new ordinance 2009) will provide for issuance of tickets for violations of vehicle weight limitations. The new program will achieve greater public safety and reduced stress on city transportation infrastructure. An officer will be dedicated fulltime to the program starting in FY 2010. A specially-outfitted, legal-pursuit vehicle will be acquired for the program in the Central Garage equipment appropriation.

### **Police Car Laptops and Police Car Video System**

Patrol vehicles are slated to be equipped with improved laptop computers and, for the first time, video cameras on a fleet-wide basis. Both of these FY 2009 projects should be field-operational by summer 2009.

### **E-Tickets and E-Crash Reports**

Using a combination of FY 2009 capital improvement (CIP) money and a vendor-originated grant, the department will provide traffic citations to motorists via small computer printers in the patrol cars. The departments UD-10 "crash" reports also will be created in the new digital format. Both requests for crash reports and payment of traffic citations will be available via the Internet.

### **Lansing Police Department Collaboration with District Court, City Attorneys Office and Ingham County Prosecutors Office**

Monthly brainstorming sessions are comprised of representatives of the City Attorney's office, the Ingham County Prosecutor's office, the District Court, and the Lansing Police Department (LPD). This initiative of the City Attorney has resulted in paperwork reduction, scheduling efficiencies, and improved inter-office communication. Measurable cost savings in LPD officer overtime spent in court over the past three years totals approximately \$100,000.

(continued)

**Summary of Significant Changes for the Police Department (continued)**

**Police Precincts**

The City is in the process of planning a feasibility study of whether the two police precincts and downtown headquarters should be consolidated. This budget includes the cost of the currently-leased precincts at current rates, recognizing the fact that even if the ultimate decision is to change or consolidate locations, it could not occur before the end of FY 2010.

## POLICE DEPARTMENT General Fund

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b><u>Department Appropriation</u></b>					
Personnel	17,580,676	18,035,911	17,830,927	17,768,479	-1.5%
Fringe Benefits	12,303,231	13,190,163	12,311,500	13,034,222	-1.2%
	<u>29,883,907</u>	<u>31,226,074</u>	<u>30,142,427</u>	<u>30,802,701</u>	-1.4%
Operating	3,156,066	3,199,529	3,258,157	3,473,064	8.5%
Capital	98,666	116,600	120,031	44,205	100.0%
Total	<u>33,138,639</u>	<u>34,542,203</u>	<u>33,520,615</u>	<u>34,319,970</u>	-0.6%

### **Summary of Significant Changes:**

One vacant civilian position is eliminated for FY 2010. Contingent on available stimulus funding, two additional officers are anticipated for the year, as well as funding for two officer positions formerly funded by the City's Community Development Block Grant (CDBG). Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

### **Lansing Police Department Collaboration with District Court, City Attorneys Office and Ingham County Prosecutors Office**

Monthly brainstorming sessions are comprised of representatives of the City Attorney's office, the Ingham County Prosecutor's office, the District Court, and the Lansing Police Department (LPD). This initiative of the City Attorney has resulted in paperwork reduction, scheduling efficiencies, and improved inter-office communication. Measurable cost savings in LPD officer overtime spent in court over the past three years totals approximately \$100,000.

**POLICE DEPARTMENT  
911 Dispatch Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	2,700,922	2,852,900	2,581,527	2,876,000	0.8%
Fringe Benefits	2,098,432	2,334,677	2,181,809	2,309,150	-1.1%
	<u>4,799,354</u>	<u>5,187,577</u>	<u>4,763,336</u>	<u>5,185,150</u>	0.0%
Operating	249,989	294,528	290,166	320,250	8.7%
Capital	88,867	-	-	-	100.0%
Total	<u>5,138,210</u>	<u>5,482,105</u>	<u>5,053,502</u>	<u>5,505,400</u>	0.4%

**Summary of Significant Changes:**

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

The 911 Communications Center operated by the Lansing Police Department is slated to be consolidated in July, 2010 with the center operated by East Lansing. Ingham County will assume operation of the joint agency created by this consolidation, utilizing a new facility to be constructed. Consolidation of the two centers was recommended in a July, 2006 financial feasibility study by Plante and Moran consultants. The County has followed the study with its own action plan, implemented over the last two years by the Board of Commissioners county-wide Steering Committee and six operating committees.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	129,109	228,881	159,612	203,275	-11.2%
Fringe Benefits	91,528	163,239	101,450	103,695	-36.5%
	<u>220,637</u>	<u>392,120</u>	<u>261,062</u>	<u>306,970</u>	-21.7%
Operating	744,837	444,800	417,500	455,080	2.3%
Capital	34,265	43,500	50,648	31,500	-27.6%
Transfers	20,000	15,000	15,000	15,000	0.0%
Total	<u>1,019,739</u>	<u>895,420</u>	<u>744,210</u>	<u>808,550</u>	-9.7%

**Summary of Significant Changes:**

Changes in personnel are reflective of changes in allocation of staffing time, and fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

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# FIRE DEPARTMENT

## Mission Statement

*The Lansing Fire Department is committed to serving the Lansing community with the highest levels of life and property protection. We will achieve this by providing excellent, compassionate service in an atmosphere that encourages innovation, professional development, and diversity.*

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 Code enforcement, public education, employee education and certification, as well as emergency response for fire and medical, hazardous materials, and technical rescue.

Logistical support for the Fire Department comes from other City departments, and involves close cooperation with Police, Planning, and Public Service to assure citizen safety. The Fire Chief is the City Emergency Management Director. The Fire Department and Emergency Management receives significant support for its activities from staff departments and divisions, including Finance, Accounting, Law, Personnel, Computer & Communications Services, Budget, and Building Maintenance. Fire Department staff work closely with Central Garage personnel, who are responsible for maintaining all Fire fleet vehicles, from the fire engines and ambulance units to the "Red Cars" for the Battalion Chief on duty.

The Fire Chief is responsible to the Mayor, with advisory input from the Board of Fire Commissioners. The Fire Chief and the Board make recommendations to the Mayor on the Department budget, policies, and operations.

## Location of Facilities

Administrative Offices	120 Shiawassee
#41 Station	120 Shiawassee
#42 Station	2114 N. Grand River
#43 Station	629 W. Hillsdale
#44 Station	1435 E. Miller Road
#45 Station	1821 Todd
#46 Station	5135 Pleasant Grove
#47 Station	629 N. Jenison
#48 Station	815 Marshall
#49 Station	520 Glendale
Maintenance Division	3708 Pleasant Grove
Training Academy	3015 Alpha

## FIRE DEPARTMENT

	FY 2008 <u>Actual</u>	FY 2009 <u>Adopted Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	14,756,335	15,091,354	15,065,830	15,372,321	1.9%
Fringe Benefits	10,123,101	10,846,089	10,765,800	10,775,595	-0.6%
	<u>24,879,436</u>	<u>25,937,443</u>	<u>25,831,630</u>	<u>26,147,916</u>	0.8%
Operating	3,524,527	3,661,465	3,782,544	3,868,384	5.7%
Capital	34,610	35,000	39,278	35,000	0.0%
Total	<u>28,438,573</u>	<u>29,633,908</u>	<u>29,653,451</u>	<u>30,051,300</u>	1.4%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	235.0	235.0	235.0 <sup>(1)</sup>

<sup>(1)</sup> Since the FY 2005 budget, funding for 15 positions has not been included. Past experience has shown that with the inevitable attrition and new training schools, it is more cost effective to meet staffing requirements using overtime.

### **Summary of Significant Changes:**

The decrease in the total projected cost of fringe benefits is attributable to a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

**Fire Station Consolidation:** The Fire Department will continue in FY 2010 the process of selecting an alternate location / site on which to consolidate Fire Stations 43 and 47. The Mayor and the Fire Chief found it would be more cost-effective to construct a new station, based on a study from DLZ Engineering regarding new construction cost and the total cost to repair both stations. Consolidation of stations 43 and 47 will provide the same level of service that the citizens of Lansing have come to expect from their Fire Department.

**Cardiac Distress Response:** Lansing Fire Department will acquire new 12-lead cardiac monitors with wireless mobile phone Bluetooth capabilities, enabling faster "Door to Balloon" access to the Cardiac Catheter lab in the hospitals. Real-time communication with the hospital will improve patient care enroute to the hospital. The department also will acquire new automatic external defibrillator (AED) units.

**Frontline Ambulance Addition:** Lansing Fire Department is collaborating with metro Lansing partners to "spec" out a new fifth frontline ambulance which the department will put into service in FY 2010. The budget includes an increase in the ambulance fee rates (see fee change schedule on page 117) charged for Advanced Life Support (ALS) care, to be more reflective of the existing rates charged elsewhere.

# **PUBLIC SERVICE DEPARTMENT**

## **GENERAL FUND ACT 51 MAJOR & LOCAL STREETS SEWAGE REFUSE & RECYCLING ENGINEERING**

### **Mission and Roles:**

The Public Service Department is responsible for engineering, construction, regulation, maintenance, and operation of roads, bridges, sidewalks and storm sewers within the City of Lansing. It is also charged with the maintenance and operation of all sanitary sewer facilities, including the wastewater treatment plant, within the sanitary sewer service area. The Department operates the City's solid waste (Trash) regulation and collection system and waste reduction services through its recycling program. The Department also provides general engineering support and oversight for other City Departments.

Activities of the Department are primarily supported through: General Fund, Act 51 Major and Local Streets Special Revenue Funds (Gas Tax), Sewage Disposal System Enterprise Fund (sewer bills), Garbage and Refuse Collection fees, and the Recycling fee.

Within the Public Service Department's budget is funding for its central administration and funding for the Engineering Division of the Department. Also included is funding for Operations and Maintenance Division administration and operating budgets for flood control activities, storm sewer system maintenance, alley maintenance, snow removal, emergency sidewalk repairs, and the pickup and regulation of miscellaneous trash in the right of way and from City facilities. Funding is also provided for operation of pumps, repairs and contractual services necessary to meet Department of Environmental Quality requirements in regard to the former Aurelius Road landfill site, and the former Diamond Reo industrial site, that has been redeveloped by the City. Funding is also provided to support pick-up of bulk trash items for low income individuals.

Within Act 51 Major and Local Streets Funds are budgets for routine maintenance of streets and bridges which are managed by the Operations and Maintenance Division of the Department, and traffic control systems which are under the management of the Planning and Neighborhood Development Department's Transportation Division and Parking Office. The State of Michigan contracts with the City and provides funding within the Major Streets Fund for maintenance and repairs to roadway and traffic control systems on State trunklines. The Funds support administration for these programs, and remaining available money is used for major capital maintenance activities for roads, bridges, and traffic control systems, in accordance with Public Act 51 of 1951, as amended.

Revenue for the streets funds is largely derived from formula allocations from the State of Michigan Gas and Weight tax and is restricted to road related purposes under law. In FY 2004, under newly adopted State law, the City chose to participate in a Statewide format for telecommunications regulation of use of the public right-of-way. In doing so the City reduced General Fund revenue received from regulation of such use under its own ordinance, but is receiving much more revenue under provisions of the State formula. Such revenue is being accounted for in Act 51 funds, as by law, it must be used for maintenance of the right-of way, and Act 51 activities would qualify.

(continued)

The Sewage Disposal System Fund includes a budget for the Engineering Division's activities related to the City's Combined Sewer Overflow (CSO) project. It also funds operation and maintenance of the wastewater treatment plant and pump stations, and testing and monitoring of industrial effluent under the management of the Wastewater Division of the Department. Funding is provided for assessment, cleaning, repairs, complaint resolution, and hook-up to the sanitary sewer system which is managed by the Operations and Maintenance Division of the Department. Finally, all capital project activity relating to the sanitary sewer system, which includes the CSO elimination project, and all debt service incurred in the maintenance and development of the sanitary sewer system, is supported by the Fund.

The Garbage and Refuse Collection Fund supports the Operations and Maintenance Division. Included is funding for collection of bulk refuse items which is seen as a means of ensuring that City residents have ready access to and can properly dispose of large refuse items. A fee is charged for purchase of stickers to support this service, and low income individuals can apply for free stickers for bulk disposal through the Public Service Department. Also included is funding for weekly refuse pick-up utilizing City imprinted trash bags ("Blue Bags") which are sold through local merchants, or refuse carts ("Blue Billy Program") which are billed on a quarterly basis and are available by calling the Department. The City's Blue Bags, a hallmark of the system that operates in the private market, provides for volume based collection. This is intended to complement Recycling efforts, by making refuse disposal less expensive for residents who make regular use of the City's recycling program. Revenue is derived from fees for purchase of bags, and from quarterly billing for container services.

The Recycling Fund supports Operations and Maintenance Division activities, including 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. Funding is provided to operate a transfer station for collected goods which provides for the preparation of collected materials for market. Finally, the budget provides for citizen education as to the desirability and means of recycling. Revenue is derived from a fee placed on residential units, along with proceeds from sale of collected materials, and is restricted to operating the Recycling Program.

Additional funding may be utilized, as available, from bond proceeds and interest on existing bond issues, Federal Environmental Protection Agency (EPA). and Transportation Funds, Michigan Department of Transportation and Michigan Department of Environmental Quality (MDEQ) Grants, State Revolving Loan Funds, the Lansing Building Authority, Tax Increment Finance Authority, Special Assessments, and the City's Community Development Block Grant.

## PUBLIC SERVICE DEPARTMENT SUMMARY

### Department Appropriation

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
Public Services - General Fund	5,581,912	5,583,870	5,781,532	6,091,090	9.1%
Major Streets Fund	10,979,273	12,114,177	16,724,769	9,622,000	-20.6%
Local Streets Fund	8,007,216	5,775,886	9,118,542	6,628,000	14.8%
Sanitary Sewer Fund	30,449,406	35,909,068	35,369,566	31,332,100	-12.7%
Garbage & Rubbish Fund	1,436,646	1,605,418	1,508,447	1,540,000	-4.1%
Recycling Fund	2,917,813	3,525,624	3,407,644	3,225,000	-8.5%
Engineering Internal Service Fund	2,268,379	2,504,141	2,455,575	2,293,128	-8.4%
<b>Total Public Services</b>	<b>61,640,645</b>	<b>67,018,184</b>	<b>74,366,074</b>	<b>60,731,318</b>	<b>-9.4%</b>

### Position Summary

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	181.0	181.0	171.0

### Summary of Significant Changes:

Ten vacant positions are eliminated for FY 2010: one in the Administration/Engineering Division, three in the Operations and Maintenance Division, and six in the Wastewater Division.

**Roads/Road Stimulus:** The City is investing \$16.5 million in street infrastructure improvements beginning in the spring of 2009. Some \$2.3 million of this will come from Federal Stimulus dollars in the new American Reinvestment and Recovery Act (A.R.R.A.) for improvements on Michigan Avenue, Edgewood Boulevard, Washington Avenue, and Holmes Road, more than 3.5 miles in all. Some \$1.4 million of Michigan statutory Act 51 money will be used to improve more than 5 miles of local streets. Another \$3 million dollars in bond money for local street improvements, part of the City's Neighborhood Infrastructure Improvement Plan, will improve more than 7 additional miles of local streets. Some \$7.5 million dollars will be spent to improve more than 8 miles of streets affected in the Combined Sewer Overflow (CSO) prevention project. Another \$2.3 million will be used for our Surface Transportation Program (STP) program to improve more than 1.5 miles of streets. This ambitious road program will improve more than 37 miles of streets in total.

**Single-Stream Recycling:** The city has been collecting recyclables the same way for the past 14 years, and is now joining the ranks of progressive communities across the nation by taking the necessary steps to: expand curbside recycling options, increase diversion from landfills, and reduce collections costs with the transition to single stream recycling. Single stream collections will start in late 2009 with pilot studies starting in early 2010, lasting several months to determine the best practices for the City of Lansing to field larger recycling collection carts and automated recycling trucks. The end state for single stream recycling is to make it easier for our residents to recycle more material at the curb and for the City to collect recyclables in the most efficient manner, passing those savings on to our residents.

**Collaboration with Parks for Sidewalk Snow Clearing:** The Parks and Recreation Department and the Public Service Department each clear snow from sidewalks spread across the City using similar types of equipment, with each department facing the same constraints to provide service as efficiently as possible. In an effort to better utilize existing resources and to improve efficiency, the two departments set out to collectively help each other improve how they clear snow from City-owned sidewalks. Reviewing the map of City-owned sidewalks, a common level of service was developed and a revised sidewalk clearance map was produced to optimize the efforts of personnel and limited equipment. The result is a reduction in the time it takes to clear the sidewalks and an overall increase in the level of service to residents that use City sidewalks in the winter.

**Collaboration with PSD and PND for Downtown Snow Clearing:** The Public Service Department, Planning and Neighborhood Development Department and Principal Shopping District (PSD) set out to improve snow clearance in the heart of the City. Each member of the group plays a critical part: clearing sidewalks, clearing parking areas, clearing meters, and clearing the streets. The goal this winter was to synchronize operations and increase communications to enhance collective efforts, to ensure that when people go downtown, that they would focus on why they went there and not the snow. The efforts of the team paid off in the winter months of 2008/2009, with parking areas cleared, meters accessible and safe sidewalks on which to walk.

**Clean Michigan Initiative - Waterfront Redevelopment Project:** The City will begin implementation of its vision for the revitalization of the Grand River riverfront between Michigan Avenue and Shiawassee St. The Clean Michigan Initiative (CMI) grant of \$3.2 Million will fund the construction of new riverwalk on both sides of the river adjacent to the new Accident Fund and City Market developments. These extensive improvements will work to create a true destination point for residents and visitors alike. Construction of these improvements will be complete in the fall of 2010.

Due to the ongoing Combined Sewer Overflow (CSO) project to separate the City's sanitary and storm sewers in order to minimize pollution into the Grand River, and as required by the Michigan Department of Environmental Quality (MDEQ) and U.S. Environmental Protection Agency (EPA), a four percent sewer rate increase has been adopted for FY 2010. This rate increase is consistent with the past several years, however, the rate increase will be delayed by three months from its usual timing and will take effect in December 2009.

## PUBLIC SERVICE DEPARTMENT General Fund

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted <u>FY10 Adopted</u>
<b><u>Department Appropriation</u></b>					
Personnel	402,431	430,683	451,172	423,739	-1.6%
Fringe Benefits	195,443	450,783	353,328	447,891	-0.6%
	597,874	881,466	804,500	871,630	-1.1%
Operating	4,984,038	4,701,404	4,976,032	5,218,460	11.0%
Capital	-	1,000	1,000	1,000	0.0%
Total	5,581,912	5,583,870	5,781,532	6,091,090	9.1%

### **Summary of Significant Changes:**

Three vacant positions are eliminated in the Operations and Maintenance Division, which supports General Fund, Street, Refuse, Recycling, and Sewer activities, for FY 2010. The positions previously had time allocated between those funds.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

The increase in operational expenses for FY 2010 are due to projected increases in street lighting costs from the amount budgeted in FY 2009.

**Clean Michigan Initiative - Waterfront Redevelopment Project:** The City will begin implementation of its vision for the revitalization of the Grand River riverfront between Michigan Avenue and Shiawassee St. The Clean Michigan Initiative (CMI) grant of \$3.2 million will fund the construction of new riverwalk on both sides of the river adjacent to the new Accident Fund and City Market developments. These extensive improvements will work to create a true destination point for residents and visitors alike. Construction of these improvements will be complete in the fall of 2010.

**Collaboration with Parks for Sidewalk Snow Clearing:** The Parks and Recreation Department and the Public Service Department each clear snow from sidewalks spread across the City using similar types of equipment, with each department facing the same constraints to provide service as efficiently as possible. In an effort to better utilize existing resources and to improve efficiency, the two departments set out to collectively help each other improve how they clear snow from City-owned sidewalks. Reviewing the map of City-owned sidewalks, a common level of service was developed and a revised sidewalk clearance map was produced to optimize the efforts of personnel and limited equipment. The result was a reduction in the time it took to clear the sidewalks and an overall increase in the level of service to residents that use City sidewalks in the winter.

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**PUBLIC SERVICES**  
**Major Streets Special Revenue Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	1,133,299	1,636,405	1,239,223	1,533,236	-6.3%
Fringe Benefits	1,204,048	1,539,999	1,205,318	1,443,299	-6.3%
	<u>2,337,347</u>	<u>3,176,404</u>	<u>2,444,540</u>	<u>2,976,535</u>	-6.3%
Operating	2,838,580	2,899,802	3,182,313	3,085,869	6.4%
Capital	3,946,226	3,302,500	8,037,342	1,080,000	-67.3%
Debt Service	413,407	522,305	522,305	579,596	11.0%
Transfer to Local Streets	1,443,713	2,213,166	2,538,268	1,900,000	-14.2%
Total	<u>10,979,273</u>	<u>12,114,177</u>	<u>16,724,769</u>	<u>9,622,000</u>	-20.6%

**Summary of Significant Changes:**

Three vacant positions are eliminated in the Operations and Maintenance Division, which supports General Fund, Street, Refuse, Recycling, and Sewer activities, for FY 2010. The positions previously had time allocated between those funds.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

**Roads/Road Stimulus:** The City is investing \$16.5 million in street infrastructure improvements beginning in the spring of 2009. Some \$2.3 million of this will come from Federal Stimulus dollars in the new American Reinvestment and Recovery Act (A.R.R.A.) for improvements on Michigan Avenue, Edgewood Boulevard, Washington Avenue, and Holmes Road, more than 3.5 miles in all. Some \$1.4 million of Michigan statutory Act 51 money will be used to improve more than 5 miles of local streets. Another \$3 million dollars in bond money for local street improvements, part of the City's Neighborhood Infrastructure Improvement Plan, will improve more than 7 additional miles of local streets. Some \$7.5 million dollars will be spent to improve more than 8 miles of streets affected in the Combined Sewer Overflow (CSO) prevention project. Another \$2.3 million will be used for our Surface Transportation Program (STP) program to improve more than 1.5 miles of streets. This ambitious roads program will improve more than 37 miles of streets in total.

Road stimulus dollars are not included the FY 2010 budget, as they are anticipated to be received in FY 2009. It is, however, possible that additional stimulus could be received during the course of the 2010 fiscal year.

Road funding continues to be a challenge, and is a State-wide problem that will require change by the State.

## PUBLIC SERVICES

### Local Streets Special Revenue Fund

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	1,183,331	1,187,400	1,280,186	1,262,941	6.4%
Fringe Benefits	1,131,415	1,154,764	1,277,539	1,240,153	7.4%
	<u>2,314,746</u>	<u>2,342,164</u>	<u>2,557,725</u>	<u>2,503,094</u>	6.9%
Operating	1,794,237	1,841,093	1,965,740	2,006,655	9.0%
Capital	3,162,948	512,500	3,514,948	856,700	67.2%
Debt Service	735,285	1,080,129	1,080,129	1,261,551	100.0%
Total	<u>8,007,216</u>	<u>5,775,886</u>	<u>9,118,542</u>	<u>6,628,000</u>	14.8%

**Summary of Significant Changes:**

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts. The overall increase in fringe benefits for the Local Streets Fund is attributable to changes in employees' selection of benefit plans and allocation of staff time between General Fund, Major Street, Local Street, Refuse, and Recycling work.

**Roads/Road Stimulus:** The City is investing \$16.5 million in street infrastructure improvements beginning in the spring of 2009. Some \$2.3 million of this will come from Federal Stimulus dollars in the new American Reinvestment and Recovery Act (A.R.R.A.) for improvements on Michigan Avenue, Edgewood Boulevard, Washington Avenue, and Holmes Road, more than 3.5 miles in all. Some \$1.4 million of Michigan statutory Act 51 money will be used to improve more than 5 miles of local streets. Another \$3 million dollars in bond money for local street improvements, part of the City's Neighborhood Infrastructure Improvement Plan, will improve more than 7 additional miles of local streets. Some \$7.5 million dollars will be spent to improve more than 8 miles of streets affected in the Combined Sewer Overflow (CSO) prevention project. Another \$2.3 million will be used for our Surface Transportation Program (STP) program to improve more than 1.5 miles of streets. This ambitious roads program will improve more than 37 miles of streets in total.

Road stimulus dollars are not included the FY 2010 budget, as they are anticipated to be received in FY 2009. It is, however, possible that additional stimulus could be received during the course of the 2010 fiscal year.

Road funding continues to be a challenge, and is a State-wide problem that will require change by the State. The FY 2010 budget includes a \$500,000 subsidy from the General Fund for local street improvements.

**PUBLIC SERVICES**  
**Sanitary Sewer (Wastewater) Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	2,791,758	3,729,121	3,216,114	3,228,703	-13.4%
Fringe Benefits	2,812,793	3,315,088	3,064,755	2,857,265	-13.8%
	<u>5,604,551</u>	<u>7,044,209</u>	<u>6,280,869</u>	<u>6,085,968</u>	-13.6%
Operating	9,468,243	7,478,084	8,560,622	8,105,387	8.4%
Capital	2,022,033	6,900,400	6,041,700	1,265,000	-81.7%
Debt Service	12,802,705	14,186,375	14,186,375	15,575,745	9.8%
Transfers	551,874	300,000	300,000	300,000	0.0%
Total	<u>30,449,406</u>	<u>35,909,068</u>	<u>35,369,566</u>	<u>31,332,100</u>	-12.7%

**Summary of Significant Changes:**

Six vacant positions are eliminated in the Wastewater Division for FY 2010. In addition, Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

As has been the practice for the past several years, due to the ongoing Combined Sewer Overflow (CSO) project to separate the City's sanitary and storm sewers in order to minimize pollution into the Grand River, and as require by the Michigan Department of Environmental Quality (MDEQ) and U.S. Environmental Protection Agency (EPA), a four percent sewer rate increase has been adopted for FY 2010. However, the rate increase will be delayed by three months from its usual timing to take effect in December, 2009.

**PUBLIC SERVICES**  
**Garbage & Refuse Enterprise Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	270,282	382,597	335,839	363,571	-5.0%
Fringe Benefits	353,434	366,677	321,559	335,123	-8.6%
	<u>623,716</u>	<u>749,274</u>	<u>657,398</u>	<u>698,694</u>	-6.8%
Operating	812,930	855,143	851,049	841,306	-1.6%
Capital	-	1,001	-	-	100.0%
Transfers	-	-	-	-	
Total	<u>1,436,646</u>	<u>1,605,418</u>	<u>1,508,447</u>	<u>1,540,000</u>	-4.1%

**Summary of Significant Changes:**

Three vacant positions are eliminated in the Operations and Maintenance Division, which supports General Fund, Street, Refuse, Recycling, and Sewer activities, for FY 2010. The positions previously had time allocated between those funds. In addition, Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

## PUBLIC SERVICES

### Recycling Enterprise Fund

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	829,095	1,111,698	999,752	1,025,082	-7.8%
Fringe Benefits	902,445	1,024,375	973,580	903,780	-11.8%
	<u>1,731,540</u>	<u>2,136,073</u>	<u>1,973,331</u>	<u>1,928,862</u>	-9.7%
Operating	1,186,273	1,384,293	1,434,312	1,296,138	-6.4%
Capital	-	5,258	-	-	100.0%
Transfers	-	-	-	-	
Total	<u>2,917,813</u>	<u>3,525,624</u>	<u>3,407,644</u>	<u>3,225,000</u>	-8.5%

#### **Summary of Significant Changes:**

Three vacant positions are eliminated in the Operations and Maintenance Division, which supports General Fund, Street, Refuse, Recycling, and Sewer activities, for FY 2010. The positions previously had time allocated between those funds. In addition, Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

**Single-Stream Recycling:** The city has been collecting recyclables the same way for the past 14 years, and is now joining the ranks of progressive communities across the nation by taking the necessary steps to: expand curbside recycling options, increase diversion from landfills and reduce collections costs with the transition to single stream recycling. Single stream collections will start in late 2009 with pilot studies starting in early 2010, lasting several months to determine the best practices for the City of Lansing to field larger recycling collection carts and automated recycling trucks. The end state for single stream recycling is to make it easier for our residents to recycle more material at the curb and for the City to collect recyclables in the most efficient manner, passing those savings on to our residents.

The recycling fee for FY 2010 is \$67.00 (charged annually), a 10% reduction from the current fee of \$74.50.

**PUBLIC SERVICES**  
**Engineering Internal Service Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	1,104,661	1,151,913	1,024,087	1,111,137	-3.5%
Fringe Benefits	787,985	861,181	871,000	836,459	-2.9%
	<u>1,892,646</u>	<u>2,013,094</u>	<u>1,895,087</u>	<u>1,947,596</u>	-3.3%
Operating	375,733	391,047	367,893	345,532	-11.6%
Capital	-	-	-	-	
Debt Service	-	100,000	192,595		
Transfers	-	-	-	-	
Total	<u>2,268,379</u>	<u>2,504,141</u>	<u>2,455,575</u>	<u>2,293,128</u>	-8.4%

**Summary of Significant Changes:**

One vacant position is eliminated in the Administration/Engineering Division for FY 2010. The position has been vacant for over a year and is will not result in a reduction services. In addition, Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

## HUMAN RELATIONS & COMMUNITY SERVICES

The mission of the Human Relations and Community Services (HRCS) Department is to foster a well-functioning and connected community through the provision of human services, upholding principles of equal opportunity, and addressing issues of diversity and social challenges.

The demand for services continues to rise, particularly with the present state of Michigan's economy, the increased dislocation of workers from employment, and consequently their families and their homes. The sudden loss of income for Lansing families, inability to find substantial employment and the delayed ability to receive support services from governmental agencies, charged with meeting emerging social services needs, are all going trends that are more likely than not to increase exponentially in the next year.

In addition to funds that are provided to approximately 68 nonprofit agencies in our community, the demand exceeds the available services.

The Department accomplishes its mission and responsibilities through the following:

### Identifying Funds -

The Department assists human service agencies to identify, apply and leverage funding from multiple sources, including the City, to provide City of Lansing residents with basic human service needs. Basic human services are classified as follows:

- Basic Needs: Food, 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 disabled persons.
- Employability Development: Job readiness and retention, job seeking skills, vocational training, job site development, placement activities.
- Health/Mental Health: Health awareness promotion, counseling, substance abuse prevention, health care access, crisis intervention, dental care, prescription medication, safety promotion, hospice and respite care.

### Assessing Needs -

The Department assesses human service needs within the community, develops priorities, and assures that the use of City funds is appropriate and consistent with identified priorities. The department is assisted in its tasks by a Human Relations and Community Services Advisory Board, which works to foster mutual understanding and respect among all groups in the city and promote essential human services to meet citizens' needs within the community.

Additionally, the Department is responsible in ensuring that City funds are disbursed in a coordinated and efficient manner to meet essential human service needs within the City.

(continued)

The department promotes development of an agency clustering model, where agencies providing similar services look to partner on more projects, thereby saving money in areas where duplication is evident.

Upholding Principles of Non-Discrimination and Equal Opportunity - The Department is charged with the enforcement of Charter and ordinance mandates, which prohibit discrimination on the basis of protected characteristics against persons seeking employment, housing, and the use of a public facility.

The Department is also mandated to ensure compliance with Equal Employment Opportunity, the Americans with Disabilities Act, Child Labor Law standards.

Investigation -

In addition, the Department houses the Police Commission Investigator who provides independent intake and review of complaints that allege inappropriate and/or discourteous action of police personnel.

Community Supported Agencies and Events -

The City contracts with a variety of community agencies to support activities such as diversion for first time offenders, economic development, educational enhancement, recreation, and the arts. The Department serves as the City's agent in preparing and monitoring these contracts.

## HUMAN RELATIONS & COMMUNITY SERVICES

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	499,297	545,867	344,400	354,526	-35.1%
Fringe Benefits	327,767	389,899	316,200	245,328	-37.1%
	827,064	935,766	660,600	599,854	-35.9%
Operating	73,530	47,739	47,739	68,056	42.6%
Capital	-	-	-	-	
Total	900,594	983,505	708,339	667,910	-32.1%
Human Services	1,200,002	1,425,000	1,576,820	1,481,250	3.9%
City Supported Agencies	284,722	260,000	260,000	259,400	-0.2%

### **Position Summary**

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	8.0	8.0	5.0

### **Summary of Significant Changes:**

Three vacant positions are eliminated for FY 2010, and fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

In order to more effectively meet the needs of City residents, the HRCS Department plans to conduct a community needs assessment by no later than 2010. The assessment process will provide an opportunity for Lansing households and businesses to offer input on existing gaps in services and to provide feedback on services provided by existing non-profit agencies. The results of the needs assessment will be used to guide the direction of future planning for the department in the provision of human services.

The HRCS staff is working to become more versatile in completing existing department workloads. All professional staff received mediation training in 2007, and they are certified to provide mediation services for internal and external customers.

The HRCS Department is fostering the use of peer mediation training, in partnership with neighborhood centers and law schools, to assist in conflict resolution within Lansing schools.

HRCS is working with community partners to expand permanent supportive housing in the community. One of these initiatives has been implemented through the acquisition of foreclosed houses under the One Church/One Family (OCOF) Program. Additionally, the Department is playing a key role in the expansion of a current Sober Center Program for male substance abusers to include female participants through the opening of a separate facility to serve this very population.

(continued)

**HRCS Summary of Significant Changes (continued):**

HRCS is working on identifying additional grants to be leveraged in the community to address gaps in homeless services, foreclosure rates and sustaining stronger neighborhoods.

HRCS is continuing to revise its grant process for the allocation of funds available under the Human Services Ordinance. At present, the Department has developed several new initiatives to close gaps in identified needs within the Lansing community. Those initiatives include:

- Monthly mobile food pantries, through a partnership with the Mid-Michigan Food Bank to provide fresh produce and food items free of charge to families struggling to buy food for themselves and/or their families.
- A contractual relationship with Lansing Teen Challenge to provide its program participants with the opportunity to work on projects identified by HRCS that need physical labor services, such as moving furniture and event set-up to provide a few examples.
- Promoting Academic Success Program, in partnership with Michigan State University, which enhances school readiness and academic achievement for early-elementary school-age children in the Lansing School District through the provision of gainful employment and skills for Lansing adolescent and young adult males, who serve as tutors and positive mentors to the elementary school children, as they develop basic math concepts, improved reading skills, and increased social competence.

A potential of \$898,823 in federal stimulus dollars provided by the Federal government for 2009 will provide much needed prevention and early intervention programming dollars to our community. These funds include support services for unemployed, utility shut-off prevention, one-time assistance with mortgage and rental payments, and other basic needs assistance with a focus on homeless prevention. Additional stimulus dollars are being sought through the Michigan State Housing Development Authority (MSHDA).

# PARKS & RECREATION

## Vision, Mission and Roles

The Department of Parks and Recreation creates community through people, parks and programs. This is accomplished by enhancing the 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 implements this vision and mission in the following ways:

- organization of youth, adult, and senior citizen recreational programming in parks, community centers, schools, swimming pools and at our ice skating rinks;
- 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 one eighteen-hole municipal golf course and one driving range and golf education center, which support recreational and league play in the area.

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, Inc., Friends of Fenner Arboretum, the individual Community Center boards and their youth advisory boards, as well as the Baseball and Softball advisory boards. The Department also works very closely with our Friends of Neighborhood Park Groups. There are approximately 25 neighborhood groups that support their parks. 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 is located at City Hall, 124 W. Michigan Avenue in downtown Lansing. The office of the Director and Deputy Director is located there. Administrative and clerical staffing provides the following support duties for the department: payroll, accounts receivable and payable, personnel administration, issuance of park permits and reservations. Our budgeting, day to day administration and park planning function also exist here.

### • Field Services

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 crews are responsible for care and maintenance of turf, shrubs, ornamental trees and flowers, as well as planting new growth for the next season in our parks. 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. A subgroup is concerned primarily with maintenance of City athletic fields and the public outdoor pools at Hunter and Moores Parks, as well as Cemetery burials and grounds maintenance. This division also provides recreational support services to the Leisure Services Division and city-wide special events.

(continued)

• Leisure Services

The Leisure Services Division operates recreation programs in our 3 community centers, one senior center, various after-school programs, special recreation services for people who are physically or mentally challenged, youth and adult competitive sports, as well as specialized facilities with related programs.

In June 2009 the Leisure Services Division will open the new Southside Community Center at Hill Academy. This center will offer a variety of recreational activities in the Center's gymnasium, swimming pool, auditorium and community/games room.

• Golf/Ice Operations

The Department operates Groesbeck Golf Course, which is an eighteen hole facility. We also operate a golf driving range and golf education facility at the former Sycamore Golf Course. Washington Ice Rink is operated in conjunction with the alternate-season Golf Enterprise Fund.

**Facilities**

Primary recreation sites are Letts, Gier, and Foster Community Centers; Miller Road Senior Center; Washington Park Ice Dome; Groesbeck, and Sycamore golf courses; Moore's Park and Hunter Park swimming pools; Fenner Nature Center; the Turner-Dodge House; programmed ball fields at Davis, Gier, Kircher, Westside, Ranney, St. Joseph, Sycamore and Quentin Parks. Tennis, basketball, and various structured programs are offered at many of the City's park sites, and in conjunction with the Community Schools Enrichment programs with the Lansing School District facilities. In June 2009 the Leisure Services Division will open the new Southside Community Center at Hill Academy. This center will offer a variety of recreational activities in the Center's gymnasium, swimming pool, auditorium and community/games room.

## PARKS AND RECREATION DEPARTMENT SUMMARY

### Department Appropriation

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
Parks & Recreation					
General Fund	7,980,546	9,434,848	8,578,210	8,790,130	-6.8%
Potter Park Zoo Fund	2,968,236	-	-	-	n/a
Cemeteries Fund	666,176	738,547	743,844	703,830	-4.7%
Golf Fund	1,006,374	1,113,303	909,153	891,640	-19.9%
Parks Capital Improvements	1,687,310	1,437,606	1,437,606	1,260,000	
	<u>6,328,096</u>	<u>3,289,456</u>	<u>3,090,603</u>	<u>2,855,470</u>	-13.2%
Total Parks & Recreation	<u>14,308,642</u>	<u>12,724,304</u>	<u>11,668,813</u>	<u>11,645,600</u>	-8.5%

### Position Summary

	FY 2008 <u>Budget</u>	FY 2009 <u>Budget</u>	FY 2010 <u>Adopted</u>
Full-Time Positions	65.0	66.0	56.0

### Summary of Significant Changes:

Eight vacant positions are eliminated for FY 2010: two in Forestry, three in Grounds and Landscaping, one from the former Oak Park Garage, one in Cemeteries, and one in the Letts Community Center. In addition, two full-time positions are proposed to become part-time positions -- one in the community centers, and one at the Turner Dodge House. All have been vacant for the majority of this past year. The vacancy in the programmer position at Letts has been covered by a redistribution of community center programmers, and its staffing is now consistent with the other community centers; there will be no impact on services provided.

### South Side Community Center

The City of Lansing's Department of Parks and Recreation and the Lansing School District welcome you to the Southside Community Center at Hill Academy. This community center stands ready to provide the citizens of Lansing's south side with quality recreational activities for the entire family. The facility includes a new entry area, lobby, and offices for Parks and Recreation Department staff. The center features a newly renovated swimming pool, gymnasium, and auditorium. There will also be two large rooms, one for community meetings and the other room will be a games room for all ages. The hours of operation will be from 8:30 a.m. to 9:00 p.m. Monday through Friday and 8:30 a.m. to 5:00 p.m. on Saturday, October thru May. Summer hours, June through September, will be 8:30 a.m. to 5:00 p.m., Monday and Friday, and 8:30 a.m. to 7:00 p.m. Tuesday thru Thursday, closed Saturday.

The recreational activities offered here will include "open recreational" activities which are activities that are unstructured, but supervised by Lansing Department of Parks and Recreation staff. Examples of "open recreational activities" include open swimming, open gymnasium, and games room activities. These activities will be free of charge.

The Southside Community Center will also offer fee-based, recreational classes. Swimming classes, dancing, archery, fitness classes and arts programs are just a few examples of instructional classes at your new Southside Community Center. Class offerings are dependant on the availability of instructors.

(continued)

### **Lansing Park Millage Projects**

FY 2010 Budget will present 10 projects for consideration for the Lansing Park Millage. These projects were selected and recommended by the Lansing Park Board after several public hearings. Projects include the following: Gier Gym Expansion; River Trail Repair and Maintenance; Maguire Park; Kids Camps; Citywide Playgrounds; Lansing River Trail Map; Hunter Park Shelter; Kircher (Municipal) Ballfield; Frances Park Renovations; and City Wide Repair and Maintenance.

### **Hunter Park Swimming Pool and Splash Pad**

Thanks to a generous grant of \$500,000 from the Michigan Natural Resources Trust Fund and matching funds from the Lansing Park Millage, the Hunter Park Swimming Pool received a much needed renovation that also included a new splash pad. The swimming pool will open May 30, 2009 and will feature a new pool liner, gutter system, splash toys, climbing wall and zero-depth entry. The new splash pad will allow kids a place to get wet while mom watches comfortably under our new shaded picnic area. The splash pad will be available for rentals for special occasions such as birthdays.

### **Sidewalk Snow Removal Program with the Public Services Department**

The Parks and Recreation Department and the Public Services Department met and reviewed sidewalk snow clearing responsibilities and after several meetings presented a plan that provided many efficiencies for both departments. The plan divided the City north and south resulting in both departments assuming new areas to deliver snow removal services. The plan was very successful this past winter and plans are to repeat the plan for the upcoming winter.

**PARKS AND RECREATION DEPARTMENT  
General Fund**

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	3,629,873	4,115,397	3,580,713	3,923,659	-4.7%
Fringe Benefits	2,487,843	2,938,120	2,697,017	2,434,555	-17.1%
	<u>6,117,716</u>	<u>7,053,517</u>	<u>6,277,730</u>	<u>6,358,214</u>	
Operating	1,857,106	2,381,331	2,300,480	2,431,916	2.1%
Capital	5,724	-	-	-	
Total	<u>7,980,546</u>	<u>9,434,848</u>	<u>8,578,210</u>	<u>8,790,130</u>	-6.8%

**Summary of Significant Changes:**

See previous page for information. In addition, fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	246,969	279,926	264,300	289,403	3.4%
Fringe Benefits	172,091	208,007	208,007	142,732	-31.4%
	<u>419,060</u>	<u>487,933</u>	<u>472,307</u>	<u>432,135</u>	-11.4%
Operating	234,126	236,829	257,752	259,695	9.7%
Capital	-	-	-	-	
Transfers	12,990	13,785	13,785	12,000	-12.9%
Total	<u>666,176</u>	<u>738,547</u>	<u>743,844</u>	<u>703,830</u>	-4.7%

**Summary of Significant Changes:**

One vacant position is eliminated for FY 2010. Cemetery maintenance is supplemented by Grounds and Landscaping and Forestry staff. As a result, no impact on service is expected from the elimination of that currently-vacant position. In addition, fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Personnel	322,038	314,975	297,946	307,507	-2.4%
Fringe Benefits	145,608	167,368	167,368	159,377	-4.8%
	<u>467,646</u>	<u>482,343</u>	<u>465,314</u>	<u>466,884</u>	-3.2%
Operating	424,909	515,080	325,872	311,431	-39.5%
Capital	4,999	5,000	5,000	5,000	0.0%
Debt Service	108,820	110,880	112,967	108,325	-2.3%
Transfers	-	-	-	-	
Total	<u>1,006,374</u>	<u>1,113,303</u>	<u>909,153</u>	<u>891,640</u>	-19.9%

**Summary of Significant Changes:**

This budget continues the operation of the 18 hole Groesbeck Golf Course, and the operation of the Sycamore Driving range. It is projected that the operation of these facilities will require a subsidy of \$200,000 for FY 2010 from the Parks Millage Fund.

Fringe benefits for FY 2010 include a reduction in the level of retiree healthcare prefunding to the minimum level agreed to in labor contracts.

## FY 2009/2010 Use of Parks Millage Funds

<b>RESOURCES</b>	
FY 2009/2010 Parks Millage (1 mill of City's operating levy)	\$ 2,480,100
Parks Millage Available Fund Balance	300,000
	<u>\$ 2,780,100</u>
 <b>USES</b>	
<u>Subsidies</u>	
Kids Camps (General Fund)	\$ 40,000
Grounds & Landscaping (General Fund)	1,280,100
Golf Fund Subsidy	200,000
Amount Used for General Fund Operations & Maintenance	<u>\$ 1,520,100</u>
 <u>Capital Projects</u>	
Rivertrail Maintenance & Repair	\$ 100,000
Citywide Maintenance & Repair	180,000
Gier Gym Expansion	300,000
Maguire Park Improvements	60,000
Citywide Playgrounds	210,000
Lansing Rivertrail Map	50,000
Kircher Municipal Ball Field	160,000
Frances Park Improvements	100,000
Hunter Park Shelter	100,000
	<u>\$ 1,260,000</u>
 Total Parks Millage Uses	 <u><u>\$ 2,780,100</u></u>

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

	FY 2008 <u>Actual</u>	FY 2009 Adopted <u>Budget</u>	FY 2009 <u>Projected</u>	FY 2010 <u>Adopted</u>	% Change FY09 Adopted FY10 Adopted
<b><u>Department Appropriation</u></b>					
Operating Subsidies to Other Funds					
911 Dispatch Center	-	125,000	125,000	190,270	52.2%
Stadium Fund	830,000	900,000	900,000	800,000	-11.1%
Building Safety Fund	500,000	509,451	477,174	304,857	-40.2%
Emergency Shelter Grant Matcl	95,053	-	-	-	0.0%
State & Federal Grant Matches	76,224	123,270	125,000	121,811	-1.2%
Principal Shopping District	42,075	42,075	42,075	42,075	0.0%
Cemeteries Fund	346,732	447,787	393,526	467,480	4.4%
Golf Fund	829,672	100,000	100,000	-	-100.0%
LEPFA	1,188,726	1,116,821	1,116,821	1,098,027	-1.7%
	<u>3,908,482</u>	<u>3,364,404</u>	<u>3,279,596</u>	<u>3,024,520</u>	-10.1%
Transfers to Other Funds for Capital Improvements:					
Local Streets Fund	-	-	-	500,000	100.0%
Capital Improvements Fund	835,825	993,000	993,000	1,380,000	39.0%
Parks Millage Fund	1,200,000	1,250,000	1,108,200	1,200,000	-4.0%
Fleet Fund	645,000	917,000	768,760	-	-100.0%
	<u>2,680,825</u>	<u>3,160,000</u>	<u>2,869,960</u>	<u>3,080,000</u>	-2.5%
Debt Service					
General Fund Debt Service	1,481,221	1,441,455	1,391,455	1,787,515	24.0%
Transfers to Other Funds For Debt Service:					
Major Streets Fund	114,428	341,093	341,093	398,384	16.8%
Local Streets Fund	356,689	1,080,129	1,080,129	1,261,551	16.8%
Sewer Fund	-	-	-	1,400,000	100.0%
Debt Service Funds	183,353	176,376	176,376	172,350	-2.3%
	<u>2,135,691</u>	<u>3,039,053</u>	<u>2,989,053</u>	<u>5,019,800</u>	65.2%
Library Lease	137,198	150,000	73,029	160,000	6.7%
Total Non-Departmental	<u>8,862,196</u>	<u>9,713,457</u>	<u>9,211,638</u>	<u>11,284,320</u>	16.2%

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# Other Budgets

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

- Lansing Center
- Oldsmobile Park
- City Market

## **Economic Development Corporation (EDC)**

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

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

**Lansing Entertainment & Public Facilities Authority  
Lansing Center Budget**

**REVENUES**

	FY 2009/2010 Budget
Building Rental	\$ 862,375
Food Services	2,632,000
Food Services-Merchants	3,000
Food Services-Vendors	12,000
Equipment Rental	580,500
Utilities	166,000
Signage/Promotions	12,750
Sponsorships	28,000
Security	55,000
Box Office	14,000
Labor/Service	192,000
Parking	8,000
Miscellaneous	19,500
<b>Total Operating Revenues</b>	<b>\$ 4,585,125</b>

**EXPENSES**

<b>Salaries/Wages</b>	
Full-time	\$ 1,581,469
Events	312,000
Subtotal	1,893,469
Fringes/Related Costs	559,647
Communications	25,000
Leases	72,140
Professional Services	220,900
Utilities	652,700
Marketing	90,875
Repairs/Maintenance	80,000
Supplies/Materials	103,550
Events	55,750
Security	45,000
Insurance/Bonding	81,758
Depreciation	37,000
F/B Expense	1,602,290
Miscellaneous	55,700
<b>Total Operating Expense</b>	<b>\$ 5,575,779</b>
<b>Income/(Loss)</b>	<b>\$ (990,654)</b>
Interest of Bank Accts	\$ 13,000
Sales/Marketing Reimbursement	230,000
Trolley Expense	\$ -
<b>Income/(Loss)</b>	<b>\$ (747,654)</b>
<b>Net City Contribution</b>	<b>\$ 747,654</b>

**Lansing Entertainment & Public Facilities Authority  
Oldsmobile Park**

**REVENUES**

	<b>FY 2009/2010 Budget</b>
Equipment Rental	
Vending (In-house)	
Miscellaneous	\$ 8,000
Labor Service	
<b>Total Operating Revenue</b>	<b>\$ 8,000</b>

**EXPENSES**

Salaries/Wages	\$ 49,816
Fringes/Related Costs	18,839
Communications	1,100
Professional Services	11,750
Utilities	103,001
Marketing	5,000
Repairs/Maintenance	60,500
Supplies/Materials	5,750
Concessions/Catering	
Insurance/Bonding	27,390
Depreciation	2,500
Miscellaneous	19,200
<b>Total Operating Expense</b>	<b>\$ 304,846</b>
<b>Income/(Loss)</b>	<b>\$ 296,846</b>
<b>Net City Contribution</b>	<b>\$ 296,846</b>

**Lansing Entertainment & Public Facilities Authority  
Lansing City Market**

**REVENUES**

	FY 2009/2010 Budget	
	Old Market	New Market
<b>Building Rental</b>	\$ 28,600	\$ 68,200
<b>Equipment Rental</b>		
<b>Labor/Service</b>		
<b>Parking/Miscellaneous</b>	6,800	3,000
<b>Total Operating Revenues</b>	\$ 35,400	\$ 71,200

**EXPENSES**

Salaries/Wages	\$ 20,610	\$ 28,856
Fringes/Related Costs	6,835	9,567
Communications	1,300	1,700
Rents/Leases		
Professional Services	600	6,000
Utilities	23,500	30,000
Marketing	6,000	9,000
Repairs/Maintenance	3,600	4,500
Supplies/Materials	2,200	1,600
Insurance/Bonding	1,250	1,750
Depreciation	317	443
Miscellaneous	250	250
<b>Total Operating Expense</b>	\$ 66,462	\$ 93,666

<b>Income/(Loss)</b>	\$ (31,062)	\$ (22,466)
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<b>Net City Contribution</b>	\$ 31,062	\$ 22,466
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<b>Total City Contribution</b>		\$ 53,528
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## LANSING ECONOMIC DEVELOPMENT CORPORATION FY 2010 BUDGET

<b>OPERATIONAL REVENUES</b>	FY 2009	FY 2009	FY 2010
<u>Description</u>	<u>Budget</u>	Year-End <u>Projection</u>	<u>Budget</u>
Cool Cities Grant	\$ 35,000	\$ -	\$ -
Parking System Revenue	12,000	12,000	12,000
Application Fees (Non-Brownfield)	13,000	20,000	10,000
Brownfield Application Fees	14,000	7,000	3,000
Contract Service LBRA (Admin Fee)	66,638	66,638	60,921
Contract Service EPA Admin (BCRLF, Petro, HazSub)	100	-	100
Contract Service City	339,160	339,160	377,750
EDA/SmartZone	5,000	5,000	-
Interest Income	36,893	22,000	12,000
Loan Interest Income	34,282	34,282	32,390
From Fund Balance (Façade Grant & LCMF Loan Default Contingency)	77,949	60,000	17,949
Miscellaneous Revenue	100	2,411	100
Annual Issuer's Fees	4,600	4,600	4,600
Operating Transfer - TIFA	290,614	282,292	273,295
Smart Zone Admin.	-	12,500	12,500
Total Revenues	<u>\$ 929,336</u>	<u>\$ 867,883</u>	<u>\$ 816,605</u>

<b>OPERATIONAL EXPENSES</b>	FY 2009	FY 2009	FY 2010
<u>Description</u>	<u>Budget</u>	Year-End <u>Projection</u>	<u>Budget</u>
Salaries	\$ 400,400	\$ 400,400	\$ 409,500
Fringe Benefits	9,000	9,000	12,080
Fringe Benefit Cafeteria Plan)	168,000	168,000	172,000
Miscellaneous Operating	15,000	15,000	15,000
Promotions/Marketing	135,452	135,452	102,243
Dues and Subscriptions	2,205	2,205	1,780
LCMF Loan Default	4,196	-	4,196
Contractual Services	23,300	23,300	25,300
Fund Balance (Façade Grant Funds)	73,753	60,000	13,753
Cool Cities Grant	35,000	-	-
Utilities	15,180	15,180	12,560
Building Rental	20,028	20,028	20,600
Training/Conference	25,000	2,500	25,000
Insurance & Bonds	2,822	2,600	2,593
Total Expenses	<u>\$ 929,336</u>	<u>\$ 853,665</u>	<u>\$ 816,605</u>

<b>Difference between Revenue and Expense</b>	<u>\$ -</u>	<u>\$ 14,218</u>	<u>\$ -</u>
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## LANSING BROWNFIELD REDEVELOPMENT AUTHORITY FY 2009/2010 BUDGET

	FY 2009		
	FY 2009 <u>Budget</u>	Year-End <u>Projection</u>	FY 2010 <u>Budget</u>
<b><u>REVENUES</u></b>			
REVOLVING LOAN FUND	\$ 53,948	\$ 53,948	\$ 53,107
PLAN 2 MOTOR WHEEL	205,412	205,412	197,659
PLAN 5 BTS	260,279	260,279	251,425
PLAN 7 CAP LABS	17,762	17,762	16,612
PLAN 8 DAVID NICKLESON	27,061	27,061	25,580
PLAN 9 SCHAFER BAKERY	135	283	353
PLAN 10 NEOGEN	19,585	19,585	18,993
PLAN 11 NEOPHASE	10,654	10,654	10,584
PLAN 12 PERCY BEAN	6,826	6,826	6,852
PLAN 14 PRUDDEN	71,345	71,345	72,772
PLAN 16 METRO FORD	16,760	16,760	19,141
PLAN 17 BUILDERS PLUMBING	40,815	40,815	38,718
PLAN 19 STYLELINE	10,354	10,354	10,071
PLAN 20 LORANN OILS	5,878	5,878	5,740
PLAN 21 WOHLERT	52,711	52,711	50,590
LBRA ADMIN	66,638	66,638	60,921
REVOLVING LOAN FUND ASSESSMENT	35,905	58,176	-
PLAN 22 SCHULTZ INC	973	973	942
PLAN 30 BRWNFLD DEV SPECIALISTS	9,577	9,577	10,637
PLAN 23 STADIUM PTR	47,951	47,951	104,424
PLAN 32 DON WALKER	41	41	-
PLAN 37 CEDAR STREET SCHOOL	-	-	5,606
PLAN 40 POINT NORTH	-	-	12,385
BCRLF-BROWNFIELD EPA	600,000	250,000	220,000
HAZ SUB-BROWNFIELD EPA	100	14,601	-
PETRO-BROWNFIELD EPA	100	11,718	-
EPA REV FOR EDC	100	100	-
INTEREST INCOME	10,000	3,000	100
FROM FUND BALANCE (For BTS Bond Pmt)	191,766	191,766	253,365
Total	<u>\$ 1,762,676</u>	<u>\$ 1,454,214</u>	<u>\$ 1,446,577</u>
FEDERAL GRANTS (CMI/AF Waterfront)	<u>\$ 3,197,970</u>	<u>\$ 819,200</u>	<u>\$ 2,249,370</u>
FEDERAL GRANTS (CMI/City Mkt Waterfront)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

(continued)

## LANSING BROWNFIELD REDEVELOPMENT AUTHORITY FY 2009/2010 BUDGET

		FY 2009	FY 2009	FY 2010
		Year-End	Year-End	Year-End
		Projection	Projection	Projection
<u>EXPENDITURES</u>	<u>Budget</u>	<u>Projection</u>	<u>Projection</u>	<u>Budget</u>
ADMINISTRATIVE EXPENSES TO EDC	\$ 66,638	\$ 66,638	\$ 66,638	\$ 60,921
EPA ADMIN EXP TO EDC	100	-	-	-
BCRLF-BROWNFIELD EPA	600,000	250,000	250,000	220,000
HAZ SUB-BROWNFIELD EPA	100	14,601	14,601	-
PETRO-BROWNFIELD EPA	100	11,718	11,718	-
REVOLVING FUND	53,948	53,948	53,948	53,107
REVOLVING ASSESSMENT	35,905	35,905	35,905	35,595
PROJ COSTS PLAN 2 MOTOR WHEEL	205,412	205,412	205,412	197,659
PROJ COSTS PLAN 8 DAVID NICLES	27,061	27,061	27,061	25,580
PROJ COSTS PLAN 9 SCHAFFER BAKE	135	283	283	353
PROJ COSTS PLAN 10 NEOGEN	19,585	19,585	19,585	18,993
PROJ COSTS PLAN 11 NEOPHASE	10,654	10,654	10,654	10,584
PROJ COSTS PLAN 12 PERCY BEAN	6,826	6,826	6,826	6,852
PROJ COSTS PLAN 14 PRUDDEN	71,345	71,345	71,345	72,772
PROJ COSTS PLAN 16 METRO FORD	16,760	16,760	16,760	19,141
PROJ COSTS PLAN 17 BUILDERS PL	40,815	40,815	40,815	38,718
PROJ COSTS PLAN 19 STYLELINE	10,354	10,354	10,354	10,071
PROJ COSTS PLAN 20 LORANN OILS	5,878	5,878	5,878	5,740
PROJ COSTS PLAN 21 WOHLERT	52,711	52,711	52,711	50,590
PROJ COSTS PLAN 7 CAP LABS	17,762	17,762	17,762	16,612
PROJ COSTS PLAN 22 SCHULTZ INC.	973	973	973	942
PROJ COSTS PLAN 23 STADIUM PTR	47,951	47,951	47,951	68,829
PROJ COSTS PLAN 30 BRWNFLD DEV SP	9,577	10,484	10,484	10,637
PROJ COSTS PLAN 32 DON WALKER	41	41	41	-
PROJ COSTS PLAN 37 CEDAR ST SCHOOL	-	-	-	5,606
PROJ COSTS PLAN 40 POINT NORTH	-	-	-	12,385
DEBT SERVICE BROWNFIELD BTS	462,045	462,045	462,045	504,890
Total	<u>\$ 1,762,676</u>	<u>\$ 1,439,750</u>	<u>\$ 1,439,750</u>	<u>\$ 1,446,577</u>
SALARIES (CMI/AF Waterfront)	\$ 40,000	\$ 10,000	\$ 10,000	\$ 20,000
FRINGE BENEFITS (CMI/AF Waterfront)	32,000	4,200	4,200	8,400
MISCELLANEOUS (CMI/AF Waterfront)	6,970	5,000	5,000	1,970
CONTRACTUAL SERVICES (CMI/AF Waterfront)	319,000	300,000	300,000	19,000
CAPITAL OUTLAY/CONSTRUCT (CMI/AF Waterfront)	2,800,000	500,000	500,000	2,200,000
Total	<u>\$ 3,197,970</u>	<u>\$ 819,200</u>	<u>\$ 819,200</u>	<u>\$ 2,249,370</u>
SALARIES (CMI/City Mkt Waterfront)	\$ -	\$ -	\$ -	\$ 7,040
FRINGE BENEFITS (CMI/City Mkt Waterfront)	-	-	-	2,960
CONTRACTUAL SERVICES (CMI/City Mkt Waterfront)	-	-	-	50,000
CAPITAL OUTLAY/CONSTRUCT (CMI/City Mkt Waterfront)	-	-	-	940,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
Difference Between Revenues and Expenses	<u>\$ -</u>	<u>\$ 14,464</u>	<u>\$ 14,464</u>	<u>\$ -</u>

## TAX INCREMENT FINANCE AUTHORITY FY 2009/2010 BUDGET

<b>REVENUES</b>	FY 2009		
<u>Description</u>	<u>FY 2009 Budget</u>	<u>Year-End Projection</u>	<u>FY 2010 Budget</u>
PROPERTY TAX LEVY	\$ 5,812,299	\$ 5,645,834	\$ 5,465,908
PROPERTY TAX LEVY-SCHOOL	-	12,975	-
PROPERTY TAX PENALTY AND INTEREST	-	3,477	-
INTEREST INCOME	60,000	45,000	10,000
FROM FUND BALANCE	(454,634)	(417,883)	(49,995)
	<b><u>\$ 5,417,665</u></b>	<b><u>\$ 5,289,403</u></b>	<b><u>\$ 5,425,913</u></b>

<b>EXPENDITURES</b>	FY 2009		
<u>Description</u>	<u>FY 2009 Budget</u>	<u>Year-End Projection</u>	<u>FY 2010 Budget</u>
<b>MISCELLANEOUS OPERATING</b>			
(Includes \$60,000 Performing Arts Center Study FY 2008/09 and \$32,500 for a Cultural Economic Development Consultant)			
	\$ 383,114	\$ 254,852	\$ 273,295
PARKING RAMP LEASE (Includes \$390,000 Accts Pay to City in FY 2007/08)	4,140,000	4,140,000	4,140,000
DEBT SERVICE-TIFA COURTS (Refunding & Non-Refunding)	574,551	574,551	572,618
DEBT SERVICE-TIFA CONVENTION CENTER	320,000	320,000	440,000
	<b><u>\$ 5,417,665</u></b>	<b><u>\$ 5,289,403</u></b>	<b><u>\$ 5,425,913</u></b>

ACTUAL FUND BALANCE AS OF JUNE 30, 2008	\$ 618,551		
ESTIMATED FUND BALANCE AS OF JUNE 30, 2009		\$ 417,883	
ESTIMATED FUND BALANCE AS OF JUNE 30, 2010			\$ 49,995
TOTAL ENDING FUND BALANCE			<u>\$ 1,086,429</u>

<u>Property Tax Levy</u>		
Year End Projections (As of 12/30/08)		\$ 5,645,834
Expected Tax Roll Adjustments		<u>100,000</u>
		<b>\$ 5,545,834</b>

# **Fiscal Year 2010 Capital Improvement Plan**

FY 2010 Capital Improvement Program

Project	Funding Sources										
	FY 2010 Appropriation	General Fund	Garage Fund	Parking Fund	Street Funds	Sewer Fund	Parks Millage	Special Assessments	Grants/ Trusts	Bonds/ Loans	
<b>Facilities</b>											
Facility Capital Improvements	324,000	324,000									
Olds Park Improvements	100,000	100,000									
Subtotal	<b>424,000</b>	<b>424,000</b>									
<b>Technology</b>											
Technology Improvements	300,000	300,000									
Phone System - Satellite Locations	210,000	210,000									
Public Education & Govt (PEG) Television Capital Improvmts	450,000							450,000			
Subtotal	<b>960,000</b>	<b>510,000</b>						<b>450,000</b>			
<b>Public Safety</b>											
Motor Carrier Weight Enforcement Equipment	35,000	35,000									
Cardiac Monitors	216,000	216,000									
Automated External Defibrillators	38,000	38,000									
Fire Training Tower Perimeter Lighting and Controls	12,000	12,000									
Subtotal	<b>301,000</b>	<b>301,000</b>									
<b>Planning &amp; Neighborhood Development</b>											
City Master Plan Project	110,000	110,000									
Subtotal	<b>110,000</b>	<b>110,000</b>									
<b>Parking Fund</b>											
Parking Ramp Restoration	1,318,000			1,318,000						3,000,000	
Ramp Construction	9,000,000			6,000,000						3,000,000	
Subtotal	<b>10,318,000</b>			<b>7,318,000</b>						<b>3,000,000</b>	
<b>Parks &amp; Recreation</b>											
Rivertrail Maintenance & Repair	100,000									100,000	
Citywide Maintenance & Repair	180,000									180,000	
Gier Gym Expansion	300,000									300,000	
Maguire Park Improvements	60,000									60,000	
Citywide Playground Improvements	210,000									210,000	
Lansing Rivertrail Map	50,000									50,000	
Hunter Park Shelter	100,000									100,000	
Kroher Municipal Ball Field Lighting System	160,000									160,000	
Frances Park Improvements	100,000									100,000	
Subtotal	<b>1,260,000</b>									<b>1,260,000</b>	
<b>Public Services/Transportation</b>											
Road Repair and Reconstruction - Local Streets	850,000	500,000			350,000						
Road/STP Federal Aid Project (Major Streets)	850,000				850,000						
Major Street Sidewalk Gap Closure Program	230,000				150,000				80,000		
Sidewalk Repair Program	220,000	155,000			60,000				65,000		
Traffic Signalization Upgrades	60,000										
City Share of Sanitary Sewers	350,000									350,000	
Misc. CSO Inflow & Infiltration	150,000									150,000	
City Share Delhi Sewers	5,000									5,000	
City Share Delta Sewers	5,000									5,000	
Pump Station Repairs	600,000									600,000	
Sewer Diffuser Study	100,000									100,000	
Subtotal	<b>3,420,000</b>	<b>655,000</b>			<b>1,410,000</b>				<b>145,000</b>	<b>1,210,000</b>	

(continued)

Explanations of projects provided on following pages.

FY 2010 Capital Improvement Program

Project	Funding Sources									
	FY 2010 Appropriation	General Fund	Garage Fund	Parking Fund	Street Funds	Sewer Fund	Parks Millage	Special Assessments	Grants/ Trusts	Bonds/ Loans
<b>Fleet Services</b>										
Vehicle & Equipment Purchases	2,351,600	-	2,265,500	36,100	-	50,000	-	-	-	-
Total Capital Projects - FY 2008/2009	19,144,600	2,000,000	2,265,500	7,354,100	1,410,000	1,260,000	1,260,000	145,000	450,000	3,000,000

Less: Available Fund Balance in the Capital Projects Fund  
 Net General Fund Cost

(120,000)  
1,880,000

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

## **FISCAL YEAR 2009/2010 CAPITAL IMPROVEMENT PROJECTS**

### **FACILITIES**

#### Facility Improvements

Several improvements to heating, air handling, and air-conditioning systems; electrical systems; plumbing; and drain and water supply systems have been identified for the City Hall and other facilities. Several million dollars could easily be spent on needed maintenance, but the Administration intends to first evaluate the cost/ benefit of continuing to make significant expenditures on current buildings, City Hall in particular. Some of these funds will be spent on energy-saving improvements identified in a recent energy audit of City Hall.

#### Olds Park Improvements

As a stipulation of the present operating agreement with the Lansing Lugnuts, the City of Lansing is obligated to spend between \$100,000 and \$200,000 annually for capital repairs at Oldsmobile Park beginning in the 2009 Budget year. This year various improvements are planned, including renovation of the warning track; replacement of the main concourse doors; concrete sidewalk repairs; outfield restroom upgrades; installation of security camera system; and replacement of cabinetry in suites.

### **FINANCE/INFORMATION TECHNOLOGY**

#### Technology Improvements

Funding of computer and technological improvements including offsite backup and hardware upgrades.

#### Phone System – Satellite Locations

Install IP based phone system within the Planning Department, Police Department– South Precinct, Police Department – North Precinct, and Public Service – Operations and Maintenance.

#### Public Education & Government (PEG) Television Capital Improvements

Restricted funds from the 2% fee remitted to the City by video service franchisees will support the acquisition of new equipment and the upgrade of existing equipment utilized by the City's Public, Educational and Government (PEG) cable television network.

### **PUBLIC SAFETY**

#### Motor Carrier Weight Enforcement Equipment

Equipment necessary for implementation of the motor carrier enforcement program, including portable scales, laser measuring equipment, brake measuring gauges, calipers, slide rule, and measuring sleds.

### Twelve-Lead Cardiac Monitors

Twelve-lead Cardiac Monitors with Bluetooth capabilities will allow for faster “Door to Balloon” access to the Cardiac Catheter lab. Current Monitors are more than five years old. New Cardiac monitors will be very beneficial to the citizens of Lansing.

### Automated External Defibrillators

All current Fire Engines are required to carry AEDs in order to be licensed as Medical First Responder Vehicles. The current AEDs are more than five years old and we are experiencing equipment failures. The current defibrillators are becoming more expensive to repair than to replace.

### Fire Training Tower Perimeter Exterior Lighting and Controls

This would give exterior lighting to the Training Academy. At this time there is no perimeter lighting at the Academy.

## **PLANNING & NEIGHBORHOOD DEVELOPMENT**

### Master Plan

The City is in the midst of completing its first large scale Comprehensive Plan since its four quadrant plans in the late 1970s and early ‘80s, and the first citywide Plan since 1958 – more than fifty years ago. The Plan will cover nine planning elements, including demographics, environment, land use, transportation, housing, economic development, community facilities, public utilities, urban design & historic preservation. It will be based on substantial public participation, and will cover regional, in addition to City and neighborhood issues. It is scheduled for completion in mid-2010

## **PARKING**

### Parking Ramp Restoration

Many of our parking ramps are now reaching, or have exceeded, their design life; a significant commitment to ongoing major maintenance is necessary to extend the life of these facilities.

### Ramp Construction

Funds are recommended for the construction of a 400 - 500 space parking ramp to be located to the east of the Lansing Center. The estimated cost of the ramp is \$9 million, \$6 million of which is recommended for appropriation from Parking fund balance, with the remaining \$3 million financed by bonds.

## **PARKS AND RECREATION**

### Professional Fees

Architectural and engineering services for proposed parks capital improvement projects

### Rivertrail Maintenance and Repair

Repairs to bridges, boardwalks and asphalt sections of the Lansing River Trail

### City-wide Repair and Maintenance

These funds are utilized to provide unanticipated or emergency repair and maintenance needs within the park system.

### Gier Gym Expansion

This is the final installment which will bring the total to \$800,000. These funds will provide an area for spectator seating and increase the safety zone around the active play areas.

### Maguire Park Improvements

This would provide grant challenge match for a \$20,000 donation from the Maguire family. Improvements would include a parking lot and shelter which will serve as a trail head for the newly completed River Trail.

### Citywide Playgrounds

These will fund various playground sites which need replacement or repair due to number of years of use. The following parks will be evaluated for updating: Attwood Park (1994), Comstock Park (1994), Durant Park (1994), Cavanaugh Park (1994), Oak Park (1995), and Forest View (1995). Dates indicate purchase date of current playground equipment.

### Lansing River Trail Map

With the high demand and visitor usage of the trail and the recent extensions through Moores and Scott Woods Parks and three miles along the Sycamore Creek, an updated map is needed. The current map is ten years old.

### Hunter Park Shelter

This improvement would provide a sheltered gathering space for groups and neighborhood activities.

### Kircher Park Municipal Ball Field Lighting

The current field lighting system has reached its expected life span and need complete replacement. The new system would be designed to provide ease and a safer level of maintenance than currently exists.

### Frances Park Improvements

These funds would enhance both entry areas with gates, signs and landscaping. Additionally, a new perennial garden would be added east of the pavilion, with the assistance of many Michigan garden clubs throughout the state

## **PUBLIC SERVICE**

### Road/STP Federal Aid Project Match

This request (\$600,000) will fund the engineering and match requirements for the Federal Aid Surface Transportation Program (STP) approved projects. These projects are funded typically with 80% Federal funds and 20% City funds.

### Road Repair and Reconstruction – Local Streets

This funding will be used for improvements to our neighborhood streets. The project scope and specifics have not yet been determined. This funding will complement the proposed \$3.0 million Neighborhood Infrastructure Improvement Plan Bonds requested in late FY09.

### Major Streets Sidewalk Gap Closure Program

Construction of new sidewalk along major streets are planned to eliminate gaps in the sidewalk network. This project could help reduce the City's liability by creating safe pedestrian routes. This funding level (\$150,000) will be coupled with approximately \$80,000 in special assessments. This funding will enable the construction of over one mile of new sidewalk listed as “Priority 2” in our Major Street Sidewalk Network Gap Closure Report.

### Sidewalk Repair Program

This request will fund a basic repair program that allows the City to repair only the worst sidewalk in terms of condition and safety. This project could help to reduce the City's liability due to trip and fall incidents on our sidewalks. This funding level (\$155,000) will be coupled with approximately \$55,000 in special assessments.

### Traffic Signalization Upgrades

Modernize and upgrade signal system infrastructure, including modernization of traffic signals, installation of pedestrian signals, change-out of incandescent fixtures to LEDs, and upgrades to signal communications infrastructure

### City Share of Sanitary Sewers

This provides annual funding to make the necessary repairs to the City's sewage system to improve operations and to make emergency repairs on an as needed basis.

### Miscellaneous Combined Sewer Overflow - Infiltration and Inflow

This funds the expenses for separate system inflow and infiltration elimination, in conjunction with the Combined Sewer Overflow project. Infiltration and Inflow is terminology for stormwater flow into the sanitary sewer system which may result in basement back-ups.

### City Share of Delhi Sewers

As part of the sanitary sewer agreement with this township, the City is required to set aside a portion of the funding.

### City Share of Delta Sewers

As part of the sanitary sewer agreement with this township, the City is required to set aside a portion of the funding.

### Pump Station Repairs

All pumping stations servicing the City of Lansing and interjurisdictional areas must be maintained for optimal performance at all times to prevent system backups and reduce overflows. A study conducted in late 2006 revealed that 20 of our "can" style sewage pump stations had inadequate cathodic protection. The cathodic protection project will increase the stations' corrosion protection and their useful life. Additionally, several pump stations require pump rebuilding, electrical, instrumentation maintenance and odor control system maintenance.

### Sewer Diffuser Study

The aeration tanks are the large rectangular concrete tanks that are constantly aerated to supply oxygen that sustains our biological wastewater treatment. The blowers that supply this air consume a large amount of energy. The air is delivered to the bottom of the tanks through ceramic stone diffusers to create fine bubbles for more efficient oxygen transfer to the bacteria. The ceramic stones are aging, somewhat difficult to maintain and hazardous chemicals are used to clean them. This study would examine the new technology diffusers available that would likely reduce the amount of blowers necessary to operate and maintain our biological operation.

## **FLEET SERVICES**

### Vehicle and Equipment Purchases

Replace old and worn equipment. Frequency of replacement for each type of equipment is determined by calculations utilizing maintenance records, critical component failure, and resale value

**Fiscal Year 2010  
Schedule of Fee Changes  
and  
Budget Resolution**

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**FY 2010 FEE CHANGES**

*Anticipated Revenues Have Been Incorporated Into Fund Estimates*

**From  
Current  
FY 2009**      **To  
Adopted  
FY 2010**

**GENERAL FUND**

**Fire Department**

Emergency Response - Advanced Life Support (ALS1) <sup>(1)</sup>	Federal CMS service level	\$	600.00	\$	725.00
Emergency Response - Advanced Life Support (ALS2) <sup>(1)</sup>	Federal CMS service level	\$	600.00	\$	725.00
Emergency Response - Transport Mileage Fee	Per mile transport to hospital	\$	9.00	\$	12.00

**MAJOR STREETS FUND**

Utility Cut - PASER rating 10 <sup>(2)</sup>	Per square foot	\$	80.00	\$	84.00
Utility Cut - PASER rating 9 <sup>(2)</sup>	Per square foot	\$	60.00	\$	63.00
Utility Cut - PASER rating 8 <sup>(2)</sup>	Per square foot	\$	40.00	\$	42.00
Utility Cut - PASER rating 7 or less <sup>(2)</sup>	Per square foot	\$	20.00		
Utility Cut - Short Term / Temporary Sidewalk	Per square foot	\$	12.10	\$	13.00
Utility Cut - Surcharge (as applicable, above)	Winter or Unregistered		none		2x (above)

**LOCAL STREETS FUND**

Utility Cut - PASER rating 10 <sup>(2)</sup>	Per square foot	\$	40.00	\$	42.00
Utility Cut - PASER rating 9 <sup>(2)</sup>	Per square foot	\$	30.00	\$	31.50
Utility Cut - PASER rating 8 <sup>(2)</sup>	Per square foot	\$	20.00	\$	21.00
Utility Cut - PASER rating 7 or less <sup>(2)</sup>	Per square foot	\$	10.00	\$	10.50
Utility Cut - Short Term Patch / Temporary Sidewalk	Per square foot	\$	8.60	\$	9.00
Utility Cut - Surcharge (as applicable, above)	Winter or Unregistered		none		2x (above)

**PUBLIC SERVICE - RECYCLING FUND**

Recycling Collection Fee	Annual fee	\$	74.50	\$	67.00
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<sup>(1)</sup> Emergency response levels of service (BLS, ALS1, and ALS2) are defined by the US Department of Health and Human Services, Centers for Medicare and Medicaid Services (CMS).

<sup>(2)</sup> PASER (Pavement Surface and Evaluation Rating) is a "windshield" (visual defects) rating of condition. The PASER value of 10 represents a new road, and the value of 1 represents a failed road. Roads rated 8-10 require routine maintenance, those rated 5-7 require preventive capital maintenance, and those rated 1-4 require structural improvement (rehabilitation and/or reconstruction).

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**RESOLUTION #2009-141**

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

WHEREAS, at its regular Committee of the Whole meetings, the City Council publicly reviewed the operations of City Departments and the status of critical issues with City Departments; and

WHEREAS, the City Council held special Committee of the Whole meetings during evening hours at Lewton Elementary School on April 23, 2009 and Pattengill Middle School on April 28, 2009, and as part of the Council meeting to provide opportunities for citizens to comment on the proposed City budget; and

WHEREAS, the City Council held eight days of televised public hearings to review and, when necessary, amend the Mayor's FY 2009-10 budget recommendations; and

WHEREAS, in accordance with City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on May 11, 2009, in regard to the FY 2009-10 budget and capital improvements; and

WHEREAS, in the light of the present economy, the City Council maintains that essential services, such as police, fire, 911, and other services, be protected from budget cuts to the extent possible in its FY 2009-10 budget priorities; and

WHEREAS, the City Council wholeheartedly recognizes the importance of forwarding a plan to allow essential services to be maintained during difficult budget times; and

WHEREAS, the proposed budget maintains funding for the Combined Sewer Overflow abatement project, while restraining estimated increases in sewer fees for the next two years to 4% per year; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor of the City of Lansing presented in his budget the following property tax levy recommendation to the City Council, which is .13 mills less than the total property tax levy as in FY 2008-09;

BE IT FURTHER RESOLVED that the City of Lansing's FY 2009-10 operating property tax levy will be 15.44 mills, which is an increase of .43 mills, and the City's debt service levy will be .26 mills, which is a decrease of .56 mills, for a combined total tax levy of 15.70;

BE IT FINALLY RESOLVED that the Mayor's Recommended Budget for FY 2009-10 be adopted with the following amendments:

	<u>Revenue Changes</u>	<u>Expenditure Changes</u>
<b>A. General Fund Revenues</b>		
1. Charges for Services		
a. Public Safety Revenues (Ambulance Fees)	(80,000)	
<b>B. General Fund Expenditures</b>		
1. City Council		
a. Council Personnel (EOCC Recommendations)		(47,436)
2. City TV		
a. City TV Personnel		(4,315)
3. Mayor's Office		
a. Mayor's Office Personnel (EOCC Recommendations)		(7,251)
4. City Clerk's Office		
a. City Clerk's Office Personnel (EOCC Recommendations)		3,207
5. Fire Department		
a. Fire Operating		(24,205)
6. Human Services		
a. Human Services Discretionary		(5,000)
b. Got Chess Program		2,000
c. Baker Donora Network Center	_____	<u>3,000</u>
	<u>\$(80,000)</u>	<u>\$(80,000)</u>

Attachment: Budget Policies

## BUDGET POLICIES

### 1. Encumbrances

Authority is provided to re-appropriate available capital project balances as of June 30, 2009, into the FY 2009-10 budget. All non-capital, unencumbered balances require Council approval for re-appropriation.

Authority is provided to re-appropriate outstanding encumbered obligations which are less than \$5,000 into the FY 2009-10 budget, and the Administration is requested to present Council with a detailed report listing each encumbrance and its corresponding amount by September 2009. Notwithstanding, the above encumbrances which are less than \$5,000 and more than 8 months old shall require Council approval.

### 2. Residency Incentive

In the event that funds advanced for home purchases are returned from employees, such funds shall be administratively re-appropriated to the City's Residency Incentive Program. Any amounts remaining in the City's Residency Incentive Program at the end of FY 2008-09 will be carried forward to FY 2009-10 and placed into the Residency Incentive Program account. The Administration is requested to identify other potential funding sources to be used for the City's Residency Incentive Program and report its findings to Council by January 1, 2010.

### 3. Labor Relations

Authority is included to transfer wage reserves and fringes to Departmental line items upon contract settlements.

### 4. Vacant and Unfunded Positions and Position Eliminations

Positions shown in the various Departmental budgets as eliminated in the FY 2009-10 budget are removed from Departmental Tables of Organization. The Administration is requested to present to Council on or before July 1, 2009, a City wide organizational chart reflecting all FY 2009-10 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.

### 5. Vacancy factor/funded and unfilled Positions

The budget includes an attrition vacancy allowance of \$1,000,000. The Administration is requested to provide Council on July 1, 2009, and every month, thereafter, a list of vacant positions by department. The Administration is also requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact 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, 2009, and any such position vacated, thereafter, shall be placed in a budget control account, and will require City Council approval for expenditure.

6. Infrastructure / Sewage / CSO

Sewage rates shall be maintained at the scheduled 4% increase. Authorization is provided to transfer Sewage funding and State Revolving Loan Fund proceeds to expenditure accounts within the 592 Capital Projects Fund Series and recover residual funding from completed project segments in CSO funds to the Sewage Fund. Authority is provided for the administrative appropriation of 2003 Sewer Bond proceeds for the ineligible share of Combined Sewer Overflow projects and for such other Sewage Fund projects as are within the provisions of the bond covenant. This authority includes re-appropriation of residual funds for the design phase of succeeding project segments. Authority is provided to administratively appropriate funding from the Lansing Board of Water and Light when the Board chooses to participate in infrastructure repairs which may be accomplished during the CSO project by the City contractor. 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.

7. Public Service

Authority is provided to administratively transfer funding for flood control and storm sewer purposes if such funding is necessary to address flooding or unanticipated storm sewer maintenance needs. Administrative transfer authority is authorized for expenditure of 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.

8. Act 51 Major and Local Streets

Transfer authority is not limited by departmental allocation. Administrative authority is included for appropriation of MDOT special authorization funding. Authorization is included to carry forward residual appropriations from FY 2008/2009 Traffic Maintenance accounts for matching the ITS Signal Pre-emption Grant. 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.

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 and funding activity on a budget basis beginning September 1<sup>st</sup> of each year outlining the transfers made pursuant to the above authorization.

10. Fees

Approval is herein given to charge fees as listed in the budget fee schedules.

11. Grants

The Administration shall present to Council every application for any grant and, upon notification of the award of a grant, shall submit the grant to Council for acceptance. Administrative authority is given to create the necessary accounts and transfers in accordance with the requirements of the grantor. Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

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.

13. Civil Actions, Claims, and Damages

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

14. Consolidated Law Enforcement Building

The Administration is requested to submit to Council a detailed analysis and business plan for Consolidated Law Enforcement Building to include the centralization of all police facilities and operations, 911 Center, and 54A District Court. This analysis should be submitted by January 1<sup>st</sup> and include the efficiencies that will be achieved, detail analysis of cost savings, and the elimination of redundancies.

15. Capital Improvement Projects

The Internal Auditor will provide an annual report to Council on all projects completed in the prior fiscal year regarding the Capital Improvement Project budgets and all cost overruns or under expenditures. This report will be submitted by January 31<sup>st</sup> each year for consideration by Council.

16. City's Road Maintenance/Construction Capital Improvement Plan

The Administration is requested to update on an annual basis and submit to Council by January 1<sup>st</sup> each year.

17. 425 Agreements/Project Labor Agreements

Council will review language to be incorporated in all future City 425 Agreements and Project Labor Agreements that addresses employment opportunities for City of Lansing residents and other issues that will protect the interests of the City.

18. Contracts

The Administration is requested to submit to Council by September 15, 2009, a detailed analysis and recommendations as to which contractual services above \$50,000, which were previously identified, could be brought "in-house", either in part or in total. The analysis should include projected costs and efficiencies.

19. Community Resource Officers

The Chief of Police provided four officers to assigned schools; the City Council strongly suggests that the Lansing School District reimburse the City for half the officers' wages and fringes.

20. Human Services and Community Supported Agencies Funding

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

21. Personnel and Fringe Accounts

Administrative transfer authority shall be as set forth in Section 7-107.3 of the City Charter.

22. Event Costs

The Administration is requested to present Council with a detailed analysis by January 1, 2010, of the costs spent by the City on all public events which

occurred from July 1, 2009, through December 31, 2009. This analysis is to include a breakdown, by event, the related City costs such as police, public service time, parks, etc. The Administration is to collect this data on a continuous basis and report its findings to Council on January 1<sup>st</sup> of the calendar year.

23. Pedway

The Administration is requested to submit to Council by October 1, 2009, a detailed plan and budget for the renovation the Pedway.

24. City Capital Improvement and Maintenance

The City's Capital Improvement and Maintenance Plan is referred to Committee of the Whole for review and consideration by January 1, 2010.

25. Wood Street Sidewalk

Administration is requested to review whether a sidewalk on Wood Street is needed.

26. Light on Fairview and Saginaw

Administration is requested to work with MDOT on changing the caution light at Fairview and Saginaw to a full phase traffic signal light and installing a full phase traffic signal light and pedestrian crossway at Marshall and Grand River.

27. Davis Park

The Parks Department is requested to review with Council the Master Plan for Davis Park by September 1, 2009, to determine the priority of the ball diamond and the modular skate park.

28. Sidewalks

The Council supports installation of sidewalks to fill gaps on all streets as outlined in the Public Service Department's 2005 Sidewalk Analysis.

29. Surveillance Cameras

The Mayor has raised sufficient private funds to lease and maintain all surveillance cameras for fiscal year 2009-2010. The Mayor may until he is able to privately fund the remaining cameras, shift camera locations to provide for the widest possible coverage until such time that additional cameras may be procured through private funding.

30. AMBULANCE SERVICES

Administration is to submit a plan on administering an annual rate Subscription Ambulance Service program to City Council by June 1, 2009.

31. Council's Budget Policy Statement

It is Council's intent and understanding that adoption of the FY 2009-10 budget constitutes the City's official budget priorities and policy.

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