

# City of Lansing Charter Commission

## Regular Meeting Agenda

Tony Benavides Lansing City Council Chambers  
Lansing City Hall, 10<sup>th</sup> floor  
124 W. Michigan Avenue



**June 3, 2025 at 6:30 PM**

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### **1. Call to Order**

### **2. Roll Call**

### **3. Adopt the Agenda**

### **4. Approval of Minutes**

- A. May 20 and May 27, 2025

### **5. Public Comment**

- A. People wishing to share public comment virtually may do so. The deadline to register to comment this way is 6PM, 30 minutes before the start of the meeting. Sign up at this link: <https://events.gcc.teams.microsoft.com/event/d4cad17d-daac-40fe-afb0-a3a559fcf236@87509dee-095b-4ff8-ba5a-0035cdfc715d>  
People sharing public comment in person at the meeting may sign up when they arrive to the meeting.

### **6. Officer Reports**

- A. Chair
- B. Vice-Chair
- C. Clerk

### **7. Old Business**

- A. Article 3 Chapter 4 - Internal and External Audits
- B. Article 2, Chapter 2. Election of Officers - Odd vs. Even Year Elections
- C. Article 2, Chapter 1, Section 2-101.3 - 2027 Election
- D. Article 9, Chapter 3, Section 9-302 - First Election Under This Charter

### **8. New Business**

- A. Commissioner Adams Simon proposed change:  
Article 2, Chapter 4, Section 2-410 - Charter Revision Question
- B. Commissioner Washington proposed change:  
Article 2, Chapter 2, Section 2-203 - Wards
- C. Final Technical Review of the Proposed Charter
- D. Resolution to Place Revised Charter on the November 4, 2025 Ballot

### **9. Public Comment**

### **10. Commissioner Remarks**

### **11. Adjournment**

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

# Minutes for the City of Lansing Charter Commission

Regular Meeting | Tuesday, May 20, 2025, 6:30 PM

Tony Benavides City Council Chambers,  
Lansing City Hall, 10th floor, 124 W. Michigan Ave.

Present: Commissioners Adams Simon, Anderson (6:34), Bauer, Boyd, Dowd, Jeffries, Lopez, Qawwee, Washington (6:34)

Absent: none

Staff Present: City Clerk Swope, Deputy Clerk Drever, Attorney Rewa

## Call to Order

The meeting was called to order by Chair Jeffries at 6:30 PM.

## Roll Call

Clerk Swope called the roll of the Commission. A quorum was present.

## Adopt the Agenda

Moved by Commissioner Dowd to adopt the agenda as presented.

Motion carried.

## Approval of Minutes

Moved by Commissioner Boyd to adopt the May 13, 2025 minutes as presented.

Motion carried.

## Public Comment

No comments were made.

## Officer Reports

### Chair

Chair Jeffries spoke about proposed language for financial transparency.

### Vice-Chair

No report.

### Clerk

Clerk Swope acknowledged written communications in the packet and clarified the pay the Commissioners receive is a per diem of \$200 per meeting with a set maximum 45 total meetings.

## Old Business

### Article 3 and 4 Outstanding Sections Requiring Approval.

The Commission started with the attorney memo looking at 3-206.

Moved by Commissioner Dowd to strike the proposed changes to 3-206 made at January 7, 2025 meeting. This rejected change would have allowed the Council to authorize others to conduct investigations.

Motion carried.

Moved by Commissioner Boyd to strike the proposed changes to 3-207 made at January 7, 2025 meeting. This rejected change allowed Council to compel attendance of officers, and mandate cooperation with Council's requests for information.

Motion carried.

Moved by Commissioner Qawwee to strike the proposed Section D from 2-302.2. This rejected section allowed removal of office to take place for elected officials engaging in misconduct.

Motion carried.

3-201.1, .2, and .3 were adopted as presented

3-202.1 and .3 were adopted as presented.

3-204.1 was adopted as presented, following a discussion on forfeiture of office.

3-204.2 was adopted as presented.

3-205.2 and .3 were adopted as presented.

3-301.1 and .2 were adopted as presented.

3-302.1, .2, .3, .4, .5, and .6 were adopted as presented.

3-303.1 was adopted as presented.

3-303.2 Moved by Commissioner Dowd to amend 3-303.2 to add "and shall be published in accordance with this Charter."

Motion carried 3-303.2 now reads "Notice to the public of a public hearing on the consideration of the proposed ordinance shall be given by publication or in the manner determined by the City Council **and shall be published in accordance with this Charter.**"

3-303.3 was adopted as presented.

3-304.1, .2, and .3 were adopted as presented.

3-304.4 Moved by Commissioner Dowd to amend 3-304.4 to strike "distributed or sold to the public at reasonable prices to be fixed by the City Council" and to strike the word "copies" and then insert "published in accordance with this charter."

Motion carried 3-304.4 now reads "Every ordinance or resolution having the effect of law, and amendment to this Charter, shall be printed after enactment and shall be **published in accordance with this Charter.**"

3-305 was adopted as presented.

3-307.1, .2, .3, and .4 were adopted as presented

3-309 was adopted as presented.

4-101 was adopted as presented.

4-102.12 Moved by Commissioner Washington to amend 4-102.12 to add “or their designee.”

Motion carried 4.102.12 now reads “The Mayor **or their designee** shall receive, investigate, and respond to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.”

4-401 and 4-402 were adopted as presented.

#### **Chapter 4 - INTERNAL AND EXTERNAL AUDITS**

Chairperson Jeffries overviewed his proposed language that would eliminate the Internal Auditor to create an Independent Auditor. Discussion followed regarding budgeting, election, and follow through for the auditors.

#### **Articles 4 and 5, Police and Fire**

Attorney Rewa overviewed the May 16 legal opinion that addresses the Fire and Police Chiefs. Commissioners discussed the hiring and firing process of chiefs of these departments

4-307 Moved by Commissioner Dowd to amend 4-307 to align the hiring and firing process for the Fire and Police Chiefs.

Motion Carried. 4-307 now reads: “.1 The Chief of Police shall be the administrative head of the Police Department and shall be responsible to the Mayor for the provision of Police service to the City.  
.2 The Chief of Police shall be appointed by the Mayor **from candidates recommended by** ~~in consultation with~~ the Board of Police Commissioners, **in consultation with the Board** and subject to confirmation by a majority of the members of the Board of Police Commissioners serving. **Candidates for the Chief of Police shall be licensed by the Michigan Commission on Law Enforcement Standards or shall possess comparable licensure from another state and agree to obtain licensure by the Michigan Commission on Law Enforcement standards following confirmation as the Chief of Police.**  
.3 The Mayor may suspend the Chief of Police and shall notify the Board of Police Commissioners of the reasons for the suspension. The Board shall convene at the earliest opportunity after the suspension and shall determine, by a majority of the Board serving, whether the suspension shall continue. The Chief of Police may be removed by the Mayor only with the concurrence of a majority of the Board serving.  
.4 Each member of the Police Department shall, before entering upon the duties of the office or employment, take an oath of office similar to that required of other officers of the City. A copy of the oath shall be subscribed in the presence of the City Clerk and filed in the office of the City Clerk.  
.5 The police officers shall have and exercise all the immunities, privileges and powers of peace officers granted by law, for the preservation of quiet, good order and for the safety of persons and property. They shall possess and exercise the powers of arrest granted to peace officers by law, and shall promptly take any person who is arrested before the proper magistrate or court to be dealt with according to law. Violations of City ordinances shall be deemed to be misdemeanors for the purpose of establishing the power of police officers in making arrests.

4-303 Moved by Commissioner Qawwee to adopt 4-303 as presented.

Motion carried.

5-106.1, .2, .3, .4, .5, and .6 were adopted as presented

5-107.1, .2, and .3 were adopted as presented.

5-108.1, .2, and .3 were adopted as presented.

5-301.1, .2, .3, .4, .5, .6, and .7 were adopted as presented.

5-302 was adopted as presented.

5-401 was adopted as presented.

5-401.2 Moved by Commissioner Washington to correct a typo.

Motion carried. 5-401.2 Now reads “The board shall establish administrative rules for the organization and overall administration of the Department, in consultation with the Chief of the Fire Department and the Mayor. These administrative rules shall not be effectuated in accordance with Section 5-105.8 of this Charter but shall become effective upon the filing with the City Clerk.”

5-401.3, .4, .5, .6, and .7 were adopted as presented.

### **Article 3 and 5, Training City Council and boards**

Attorney Rewa overviewed the May 16 legal opinion that addresses Training Language. Commissioners

3-207 Moved by Commissioner Washington to add City Council training in next available section.

Motion carried. 3-207.4 now reads **“In addition to the training requirements set forth in Section 5-105.12, members of City Council shall undergo training on drafting ordinances and municipal finance which shall be completed within six months of taking office.”**

5-105 moved by Commissioner Dowd to add training in next available section.

Motion carried. 5-105.12 now reads **“Members of all boards and commissions shall undergo training on laws, rules, and municipal matters relevant to the duties of the board served. At a minimum, all members shall complete training on the Michigan Constitution, the City Charter, the Open Meetings Act, the Home Rule Cities Act, the Ethics Ordinance, parliamentary procedure, and such general topics provided to City employees upon hire, including harassment, implicit bias, and privacy. Training shall be completed within six months of appointment.”**

Attorney Rewa suggests creating a 5-201.2 to add BWL Training. Breina Pugh of the BWL came before the Commission to propose the following language: “In addition to the training requirements set forth in Section 5-105.12 members of the Board of Water and Light shall undergo training consistent with that required by employees, as well as training related to governance of municipal utilities”. They state that members get ethics, harassment, and cybersecurity training as basic training.

5-201 Moved by Commissioner Boyd to adopt the proposed language.

Motion carried. 5-201.2 now reads **“In addition to the training requirements set forth in Section 5-105.12, members of the Board of Water and Light shall undergo training consistent with that required of employees, as well as training related to governance of municipal utilities.”**

## **ARTICLE 8**

Attorney Rewa overviewed the May 16 legal opinion regarding Article 8.

8-201.1, .2, .3, .4, .5, and .6 were adopted as presented.

8-202.1 and .2 were adopted as presented

8-301 Moved by Vice-Chair Adams Simon to amend 8-301 in accordance with the BWL services enumerated in Article 5.

Motion carried. Now reads “The City shall have all the powers granted by law to own, operate, improve, enlarge, extend, repair, and maintain public utilities, either within or without its corporate limits and either within or without the corporate limits of counties in which the City may lie, including, but not by way of limitation, public utilities for supplying water and water treatment, **chilled water, thermal energy including heat or hot water and steam, electric services**, sewage disposal and treatment, electric light and power, gas, steam, heat, public transportation, or any similar service to the municipality and the inhabitants thereof; and shall also have the power to sell these services beyond its corporate limits as authorized by law.”

8-303 was approved as presented.

8-304.1, .2, and .3 were approved as presented.

8-401.1 Moved by Commissioner Dowd to amend 8-401.1 to remove the “lowest responsible bidder” provision in favor of “best value to the City.”

Motion carried. Now reads “The City shall establish procedures, by ordinance, to protect the interests of the City and to assure fairness in procuring personal property and services. The ordinance shall require competitive bidding for purchases **in a manner that provides the best value to the City** but there may be exceptional cases, clearly defined in the ordinance in which competitive bidding is not required.”

Moved by Commissioner Boyd to add 8-401.3.

Motion carried. 8-401.3 now reads “The City shall not make a contract with a person who is in default to the City.

8-403.2 and .3 were adopted as presented

## **New Business**

### **Article 9: Transition**

The Commission prepared to review and revise Article 9 at its next meeting.

## **Public Comment**

No comments were made

## **Commissioner Remarks**

No remarks were made.

## **Adjournment**

The meeting was adjourned by Chair Jeffries at 8:27 PM.

# Minutes for the City of Lansing Charter Commission

Regular Meeting | Tuesday, May 27, 2025, 6:30 PM  
Tony Benavides City Council Chambers,  
Lansing City Hall, 10th floor, 124 W. Michigan Ave.

Present: Commissioners Adams Simon, Anderson, Bauer, Boyd, Dowd, Jeffries, Lopez, Qawwee, Washington

Absent: none

Staff Present: City Clerk Swope, Deputy Clerk Stouffer-Hopkins, Attorney Rewa

## Call to Order

The meeting was called to order by Chair Jeffries at 6:30 PM.

## Roll Call

Clerk Swope called the roll of the Commission. A quorum was present.

## Adopt the Agenda

Moved by Commissioner Bauer to adopt the agenda as presented.

Motion carried.

## Public Comment

No comments were made.

## Officer Reports

### Chair

Chair Jeffries provided proposed language for the City's Internal Auditor.

### Vice-Chair

No report.

### Clerk

Clerk Swope provided a budget update: the Commission has spent \$223,768.03 with a remaining balance of \$276,231.97.

## Old Business

### A. Article 4: Executive Branch

City Attorneys Venker and Hagen-Lawrence were on hand to answer questions.

Attorney Rewa overviewed the May 22 legal opinion that proposes language for 4-304.

Attorney Venker expressed approval for this proposed language, following a question from the Commission.

Moved by Commissioner Qawwee to change the title to "Office of the City Attorney".

Motion carried.

4-304.1, .2, .3, .4, and .5 were adopted as presented unanimously.

Moved by Commissioner Dowd to amend 4-304.6 per Attorney Rewa's recommendation.

Motion carried. 4-304.6 now reads "No **agency**, board, or officer shall **may** employ or retain special counsel in any matter relating to the affairs of the city without first securing the approval of such employment or retainer by the City Council. The City Council shall ~~act~~ **may approve such special counsel** only after ~~requesting~~ **receiving** the City Attorney's written opinion **on the matter.**"

4-304.7 was adopted as presented unanimously.

Moved by Commissioner Bauer to add 4-304.8: "When the City Council has received the opinion or advice of the City Attorney on a matter and concludes that there is a conflict of interest between the City Council and another branch of City government, as determined by a two thirds majority vote of the City Council, the City Council has the authority to retain special legal counsel to represent the City Council in the matter. Such special counsel must be licensed to practice law in Michigan and shall not represent the City as a municipal corporation in any legal proceedings."

Motion carried.

Moved by Commissioner Qawwee to add 4-304.9: "The City Attorney may be suspended or removed by the Mayor or by a vote of two-thirds of Commissioners serving. Notice of such action shall be filed with the City Clerk. A suspension or removal by City Council is subject to veto by the Mayor as provided in Sec. 3-305, except Sec. 3-305.3 shall not apply. A suspension or removal by the Mayor is subject to veto by the City Council as provided in Sec. 4-401.5"

Commissioner Washington asked for clarification of the language, which allows Council to override a Mayoral action to fire City Attorney, and the Mayor to veto a Council action to fire the City Attorney. The Council cannot then override the veto.

Commissioner Anderson asked whether the Council could bring a new resolution, in lieu of overriding a veto. It was clarified that the Council could hear another resolution.

Motion carried 8-1, with Commissioner Washington voting against.

## **B. Article 2: Officers and Elections**

Attorney Rewa overviewed the May 23 legal opinion that addresses outstanding sections in Article 2.

Commissioner Anderson raised the discussion of even and odd year elections.

Commissioner Boyd expressed that the Commission voted for the Council to serve simultaneous terms.

Commissioners Anderson expressed support for even year elections for local offices.

Commissioners Bauer, Dowd, and Lopez expressed interest in reviewing the issue further.

Commissioner Boyd expressed support for maintaining odd year elections for local offices.

Clerk Swope shared that the city could make a permanent decision to move to even year elections, which could not be reversed. There are costs saved in election administration; the even year ballots are longer, meaning local offices would be lower on the ballot, and candidates may need to increase their campaigning costs.

Commissioner Washington expressed support for even year elections for local offices.

Clerk Swope shared that turnout is roughly 2 to 3 times higher in even year elections versus odd year elections. He can look into compiling data on voter turnout for down ballot races.

Commissioner Dowd expressed concern for rushing through decisions to be on the November 2025 ballot, and cited that Council President Kost has publicly opposed the proposed Charter.

Chairperson Jeffries responded that he has not heard from the public that the process has been rushed, and that there are only 3 election opportunities for voters to decide.

Commissioner Qawwee expressed that members of the Commission should support the work they have done.

Commissioner Anderson shared that she is unsure that she will vote to approve the proposed Charter.

Commissioner Washington shared that she will not vote for the proposed Charter.

Vice Chair Adams-Simon shared that she will not speak against any member of Charter Commission and not disparage the Commission even if she disagrees with some of the proposed changes.

Chairperson Jeffries asked for explanation of the timeline for State of Michigan review.

Attorney Rewa stated that the Governor will not review any revised language after 4pm 12 weeks before an Election. The Attorney General's Office requests 90 days to review proposed Charter feedback which has passed. She further stated that Charter submissions need to be submitted in early June to have the best opportunity to be on the November ballot.

Commissioners talked about reaching a consensus and finalizing their proposed Charter.

Commissioner Lopez suggested meeting again between now and Tuesday, June 3<sup>rd</sup>.

Attorney Rewa continued her overview of the May 23 legal opinion that addresses Article 2.

Commissioners discussed the length of an absence from office in 2-301, and the vote by Council on proposed ordinances in 2-407.

2-105.1, .2, and .3 were adopted as presented.

2-106. was adopted as presented.

2-201 was adopted as presented.

2-202 was adopted as presented.

2-203.2 was adopted as presented.

Moved by Commissioner Qawwee to amend 2-203.3, following Attorney Rewa's recommendation.

Motion carried. 2-203.3 now reads "The Election Commission shall revise the boundaries of the wards within 60 days after the figures from the Federal decennial census becomes available. **The City Council shall approve and file the apportionment plan in accord with state law.** New ward boundaries created within 120 days of a City primary election shall become effective after the general election."

2-203.4 was adopted as presented.

2-204.1, .2, .3, .5, and .6 were adopted as presented.

2-205.1, and .2 were adopted as presented.

2-206 was adopted as presented.

Moved by Commissioner Anderson to revise 2-301, to decrease the number of days from 60 to 30.

Motion carried. with 2-301 now reads “Whenever an elective officer of the City has failed to perform the duties of the office for **30** consecutive days or more, the Council shall vote to excuse or not to excuse the inability at each Council meeting until the officer resumes the duties of the office. If the Council does not excuse the inability at any meeting, after the **30** days have lapsed, the office shall be forfeited at the close of the meeting.”

2-303.1 and .2 were adopted as presented.

2-304.1, .2, .3, .4, and .5 were adopted as presented.

2-402 was adopted as presented.

Moved by Commissioner Dowd to approve 2-403, with amendments in .4 and .5 to update the timelines.

Motion carried. 2-403 now reads: “2-403 Petitions For Initiative And Referendum

.1 Initiative and referendum petitions must be signed by a number of City electors equivalent to at least 5 percent of registered electors of the City.

.2 Petitions shall set forth in full the measure to be initiated or referred. The circulators may submit the petitions to the City Attorney for approval as to form before circulating, but they are not required to do so. (05/27/2025)

.3 Signers of petitions shall be registered electors of the City. Each shall sign his or her name indelibly and shall indicate his or her residence and the date of signing. Each petition shall contain a sworn affidavit of the circulator stating that each signature is, to the knowledge of the circulator, the genuine signature of a registered elector and the person whose name it purports to be; and that it was affixed in the presence of the circulator.

.4 Signatures obtained more than ~~90 days~~ **one year** before the petition is filed with the Clerk shall not be counted.

.5 The City Clerk shall, within ~~1545~~ days, canvass the signatures and shall present the petition, if found sufficient and proper, to the City Council at its next regular meeting.

.6 If the City Clerk determines the petition lacks sufficient signatures or is otherwise improper, the City Clerk shall forthwith notify the person filing such petition by regular mail of the deficiency and 10 days shall be allowed for filing supplemental petition papers.

2-404 was approved as presented.

2-405 was approved as presented.

Moved by Commissioner Dowd to amend 2-407

Motion carried. now reads “The City Council may, on its own motion, by a **majority** vote of ~~five City Council members~~ **Council members serving**, submit to the voters any proposed ordinances or any proposal for the repeal or amendment of an ordinance in the manner and with the effect in this Chapter for submission of proposals initiated by petition.”

2-408 was approved as presented.

2-409 was approved as presented.

2-411 was approved as presented.

### **C. Article 5: Boards and Commissions**

Attorney Rewa overviewed the April 25 legal opinion that addresses outstanding sections in Article 5.

5-103.2

Commissioners discussed the appointments process and the filling of vacancies for members of Boards and Commissions.

Attorney Rewa clarified that an expiration of a term may not create a vacancy. There are situations where a holdover is needed to maintain quorum. There can be legitimate reasons for a holdover.

Clerk Swope expressed the standing City Attorney opinion that a person in an expired term may holdover the term but has no obligation to do so.

Commissioner Lopez stated that some amount of time before expiration, they announce their term expiration date, and applications be taken to fill that vacancy.

Vice Chairperson Adams Simon stated that there are announcements of the boards and commissions members term expiration dates. She asked if there is someone currently asking these members if they wish to reapply.

Clerk Swope clarified that the Mayor's Office works with those members and has one person who deals with most of the appointments.

Commissioners discussed the City procedure for expiration of terms and reappointments.

Moved by Commissioner Boyd to amend 5-103.5 to clarify the reappointments process.

Motion carried. 5-103.5 now reads, "The Mayor shall establish and make public a procedure, which will provide for receiving either applications or recommendations of individuals for membership on City boards, commissions or committees. **The names of individuals seeking membership on City boards shall be public. The Council shall have access to the application and eligibility information of all individuals seeking membership on City boards. Individuals seeking reappointment to a board shall submit a new application. Consideration for reappointment may include the individual's attendance, years of service, and the needs of the board.**"

Commissioners discussed with their attorney the implications of this language.

Commissioners took no action on implementing term limits for members of boards and commissions.

5-103.3 was adopted as presented.

5-502.2 and .7 were adopted as presented.

5-503 was adopted as presented.

#### **D. Article 3: Legislative Branch**

Chair Jeffries overviewed the proposed language for external and internal audits. This language creates an independent audit office that conducts risk-based audits. He then explained in the past 25 years that the Auditor has completed four internal audits that are on file in the City.

Commissioners discussed the proposed language. Many of the details of the audits would be enumerated in ordinance.

Moved by Commissioner Bauer to amend 3-400 with the proposed language for audits.

3-401-404 Moved by Commissioner Bauer to add new language regarding internal audits.

Commissioner Anderson offered friendly amendments to correct a typo in 3-402.4 and that the BWL should pay for requested audits done by the City's Auditor.

Commissioners discussed the budgeting for this provision, which would be determined by ordinance.

Commissioner Washington stated she will vote no because the details should be taken up in the ordinance.

Commissioner Lopez states he will support it because it adds accountability for the City.

Motion carried, by the following Roll Call vote:

YEA(8): Adams Simon, Anderson, Bauer, Boyd, Dowd, Jeffries, Lopez, Qawwee,

NAY (1): Washington

The auditor language, which may be moved following legal review, now reads:

#### **3-401: Office of the Independent Internal Auditor**

.1 The Mayor shall prepare within 6 months, and the City Council shall adopt within 9 months of the effective date of this Charter an ordinance that establishes an Office of the Independent Internal Auditor. The purpose and focus of the Office of the Independent Auditor is to make audits of financial transactions and performance reviews of City operations and departments consistent with the City's risk-based audit plan to improve efficiency, effectiveness, and economy of processes and programs.

.2 The Office of the Independent Internal Auditor shall be an independent agency of the City. The Mayor and City Council shall not direct, supervise or interfere with the operations of the Office of the Independent Internal Auditor and its employees.

.3 The Office of the Independent Auditor shall be staffed by an Internal Auditor. The Internal Auditor shall be a Certified Public Accountant and certified as a Certified Internal Auditor by The Institute of Internal Auditors (IIA). The Internal Auditor:

(a) Shall be mutually appointed by the Mayor and by a vote of a majority of City Commissioners serving.

(b) May be suspended or removed by the Mayor or by a vote of two-thirds of the Commissioners serving. Notice of such action shall be filed with the City Clerk. A suspension or removal by the City Council is subject to veto by the Mayor as provided in Sec 3-305, except Sec 3-305.3 shall not apply. A suspension or removal by the Mayor is subject to veto by the City Council as provided in Sec. 4-401.5.

.4 The Internal Auditor shall appoint a Deputy who during the periods of the Internal Auditor's absence or temporary disability or when the position is vacant, shall exercise the powers and perform the duties of the Internal Auditor to the full extent permitted by law. The Deputy Internal Auditor shall be a Certified Public Accountant. The Deputy Internal Auditor shall serve at the pleasure of the Internal Auditor.

.5 The Internal Auditor may be authorized by the City to hire additional staff and independently contract with other entities, consistent with the City's hiring and procurement policies, to adequately perform the functions of the Office of the Independent Internal Auditor. The staff shall serve at the pleasure of the Internal Auditor.

### 3-402 Powers And Duties

.1 The Internal Auditor shall prepare an annual risk-based audit plan by July 1<sup>st</sup> of each fiscal year. The annual risk-based audit plan shall contain a list of recommended audits to be conducted during that fiscal year and shall focus on high-risk agencies and/or processes identified in the annual risk-based audit plan. Copies of the annual risk-based audit plan shall be delivered to the Mayor and City Council and placed on file with the City Clerk.

.2 By August 1<sup>st</sup> and February 1<sup>st</sup> of each fiscal year, the Mayor and City Council, after consultation with the Internal Auditor, shall mutually agree on which audits the Internal Auditor will conduct during the first half and second half of the fiscal year. The Internal Auditor shall conduct audits which include financial transactions, performance reviews and operations of City agencies identified in the annual risk-based audit plan. At the conclusion of each audit, the Internal Auditor shall make a full report to the Mayor and City Council and place it on file with the City Clerk.

.3 The Internal Auditor shall perform an annual financial analysis of all agencies not selected for audit in the current fiscal year and present the analysis to the Mayor and City Council and place it on file with the City Clerk.

.4 After the close of each fiscal year, the Internal Auditor shall make a report on the financial position of the City and present the report to the Mayor and City Council and place it on file with the City Clerk.

.5 The Internal Auditor may investigate the administration and operation of any City agency and report findings and recommendations to the Mayor and City Council and file each report with the City Clerk. The Internal Auditor shall have access to all financial records, human resource records, and other records of City agencies necessary to perform their functions. The Internal Auditor may subpoena witnesses, administer oaths, take testimony, and enter and inspect premises within the control of any agency during regular business hours.

.6 The Internal Auditor shall provide the Finance Director with all the information necessary in the preparation of the annual budget and capital improvement requests.

.7 The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing and paid for by the Board.

.8 The Internal Auditor shall have all other powers and duties as required by law or ordinance.

### 3-403: Limitations

.1 Except as otherwise provided in this Charter, the Internal Auditor shall not have any connection with any City agency, nor be custodian of any cash or securities belonging to the City other than the appropriation to the Office of the Independent Internal Auditor.

### 3-404 External Audit

.1 An independent audit shall be made of all accounts of the City government, including the Board of Water and Light, at the close of each fiscal year, and shall be completed by October 15th. Special independent audits may be made at any time that the Council may designate. All such audits shall be made by a Certified Public Accountant designated by the Council. The results of each such audit shall be made public in the shall be placed in the office of the Clerk for public inspection.

.2 The External Auditor shall report on the activities and accounts of the Internal Auditor.

## **E. Article 7: Taxation and Finance**

Attorney Rewa overviewed the May 22 legal opinion that addresses Article 7.

Moved by Commissioner Qawwee to adopt 7-103.

Motion carried.

7-104.1 was adopted as presented.

Moved by Commissioner Qawwee to amend 7-104.2 to read “A public hearing on the annual appropriations shall be held in the manner provided by law and at such additional times as the Council shall direct.

**Council shall not vote to adopt the budget until at least one (1) week after completion of the last required budget hearing.”**

Motion carried.

7-105.1 and .2 were adopted as presented.

7-107.3 was adopted as presented.

7-109.1 was adopted as presented, with the updated department title “Economic Development and Planning”.

Moved by Commissioner Bauer to strike 7-109.2 and renumber the subsequent subpoints.

Motion carried.

Moved by Commissioner Boyd to amend 7-205.2 to read “The Mayor shall appoint members to the Board of Review, subject to Council confirmation, as provided by ordinance.”

Motion carried.

7-205.3, .4, .5, .6, and .7 were adopted as presented.

7-303 was adopted as presented.

7-304 Moved by Commissioner Dowd to amend 7-304 to allow signatures “as permitted by law”.

Motion carried. 7-304 now reads “All obligations issued by the City shall be executed with the signature of the Mayor and the City Clerk, unless otherwise provided by ordinance, and shall bear the Seal of the City. Interest coupons may be executed with the ~~facsimile~~ signatures of the Mayor and the City Clerk **as permitted by law.**”

Chair Jeffries overviewed the proposed language for 7-500 Transparency.

Moved by Commissioner Washington to add proposed language for 7-500.

Motion carried. 7-500 now reads “Chapter 5. TRANSPARENCY

7-501 Publication of City Taxes and Debt Obligations

.1 The Mayor shall prepare within four months, and the City Council shall adopt within six months of the effective date of this Charter, an ordinance that establishes a Tax and Debt Dashboard for the purpose of providing a transparent and comprehensive overview of the City’s tax millages, assessments, and debt obligations.

.2 The Tax and Debt Dashboard shall include an itemized breakdown and description of each millage assessed by the City including, but not limited to, the property tax millage, dedicated millages, debt millages, and special assessment millages. The description shall identify the type and purpose of each millage and contain the tax

rates and amounts generated by each millage for each fiscal year it is levied.

.3 The Tax and Debt Dashboard shall include an itemized breakdown and description of each debt instrument issued by the City including, but not limited to, all bonds and special assessment bonds. The description shall identify the type and purpose of each debt instrument and contain the principal amount, interest rate and debt service payment amount, and maturity date for each fiscal year the indebtedness continues.

.4 The Tax and Debt Dashboard shall be updated semiannually and published on the City's website and by any means determined by the City to achieve widespread dissemination to the general public in the City to inform on matters of municipal concerns."

## **F. Article 9: Transition**

Attorney Rewa overviewed the May 23 legal opinion that addresses Article 9: Transition.

Commissioners discussed how the transition will affect Council seats. The Council seats up for election in 2027 (Ward 1, Ward 3, and two at-large) will serve 2-year terms, and the new structure of 5 wards and 2 at-large will start in 2029. There is a general consensus of looking for additional clarifying language.

9-101 and 9-102 were adopted as presented.

9-103 Moved by Commissioner Anderson to delete 9-103.

Motion carried.

Article 9 Chapter 2 (201, 202, 203, 204, and 205) were adopted as presented.

9-301 Moved by Commissioner Dowd to amend the affective date to January 1, 2026.

Motion carried. 9-301 now reads "Except as otherwise specifically provided herein, this Charter shall become effective for all purposes **on January 1, 2026**, when filed after adoption with the Secretary of State and the County Clerk pursuant to statute."

9-302 Moved by Vice-Chair Adams Simon to replace the language in 9-302 with the proposed language from the attorney.

Motion carried. 9-302 now reads "Apportionment of Five Wards

.1 The Election Commission shall meet and prepare an apportionment plan for five wards, in accord with this Charter and State law.

.2 The City Council shall adopt the apportionment plan at least 120 days prior to the 2029 primary election.

.3 The effective date of representation of the new wards shall be the date for taking office of the first Commissioners elected therefrom, unless otherwise provided by this Charter."

Commissioners discussed where to add the language for moving to the new Council structure.

Moved by Commissioner Anderson to amend date in 9-401 to reflect the current work.

Motion carried. 9-401 now reads "This Charter shall be submitted to a vote of the qualified electors of the City of Lansing at the election on Tuesday, **November 4, 2025**. All provisions for submission of the question of adopting this Charter at the election shall be made in the manner provided by law."

9-402 was adopted as presented.

## Public Comment

No comments were made.

## Commissioner Remarks

Chairperson Jeffries requested a red-lined version of the updated charter by Friday.

Commissioner Anderson asked if the next meeting could start earlier.

Chairperson Jeffries stated that notice would have to be given to start earlier.

Commissioner Boyd asked why there was a wide range of phone charges in the budget.

Commissioner Anderson states that when she was not using her phone it got taken off the plan.

## Adjournment

The meeting was adjourned by Chair Jeffries at 9:27 PM.

**From:** Thomas, Crystal

**Sent:** Thursday, May 29, 2025 3:44 PM

**Subject:** FW: Charter Commission Follow-up

Hello Emery,

Our responses to the Charter Commission **are listed below and includes attachments.**

“The Charter Commission is looking to wrap up Article 7 at its next meeting. Can you please weigh in on the following Chapter 1 provisions are pending further information: “

1. 7-103.1, .3, .4, .5, .6, and .7 Budget Message; [is this the current process, are any edits or adjustments needed?]

**No changes needed: can refer to MCL 141.435.**

2. 7-104 Budget Hearing; [does the current timeline work? Are there any proposed adjustments?]

**Public hearing is required by MCL 141.434.**

3. 7-105.1 Adoption of Budget Resolution, [same question as hearing. IS this timeline okay?]

**City has been able to meet this timeline: recommend no earlier start due to March Board of Review impact on property tax projections.**

4. 7-107.3 Effect of Appropriation, [the amount and percentage for additional expenditure, do they work adjusted for 2025 inflation / budgeting?]

Currently this sets appropriations' level of detail to a combination of Fund, Department, and activity (ex: General Fund-Public Service-Personnel vs General Fund-Public Service-Operating). One improvement that could be made is to only require the budget be adopted at the Fund and Department level which would reduce the likelihood of audit findings. For transfer authority, an improvement would be for the process and amounts for transfer authority to be set by Council resolution in the budget policies incorporated in the annual budget resolution. Attached is an example for your consideration: Grand Rapids has for an appropriation, and it looks like they do it by Fund and Department level as well. Therefore, the City of Lansing will still distinguish between personnel and operating line items as well, but having Council approve only the total for a department would be most beneficial.

5. 7-109.2 and .3 Capital Improvements Plan. [is six years the correct timeline for this plan?]

Six years is the amount required by MCL 125.3865

There are two sections in Article 7 they did not pass, but are not looking for information from you: 7-205.2 Board of Review is outstanding because the Commission needs to adjust the years of terms commencing, and 7-304 was pending a legal question about signatures.

Note: The attached of Board of Review bylaws are waiting for approval by council. The new bylaws are very different from what the charter has. We have reduced the members to 3 with 2 alternates – which is the biggest change.

Thank you,

**Crystal Thomas, CPFIM**

*Finance Director/Acting City Treasurer*

**City of Lansing Finance Department**

**GENERAL OPERATING FUND***Resources*

Income Tax	\$ 118,939,111
Property Tax	19,108,130
Federal Grants	988,600
State Shared Revenue	27,252,184
Other	31,105,530
From (To) Fund Balance	(1,062,066)

**Total General Operating Fund Resources****196,331,489***Appropriations*

Clerks Office	2,614,704
Executive Office	5,534,692
Community Services	5,451,249
Design, Development and Community Engagement	2,626,024
Public Services	8,199,003
Economic Development	536,266
Administrative Services	5,195,864
Police	68,653,598
Dispatch	7,645,454
Oversight & Public Accountability	2,667,598
Fire	45,353,127
Attorney's Office	3,756,121
Fiscal Support	
Contingent Account	1,500,000
Other	39,592,574
Technology & Change Management	-
Treasury	2,787,481
Comptroller's Office	667,734
Long Term Debt (Appropriation Lapse)	(6,450,000)

**Total General Operating Fund Appropriations****196,331,489****SPECIAL REVENUE FUNDS****Building Inspections Fund***Resources*

Other	6,455,738
From (To) Fund Balance	384,721

*Appropriations*

6,840,459

**Community Development Program Fund***Resources*

Other	4,831,583
From (To) Fund Balance	-

*Appropriations*

4,831,583

**Community Relations Commission (CRC)-Rosa Activities***Resources*

Other	6,360
From (To) Fund Balance	(1,360)

*Appropriations*

5,000

**Drug Law Enforcement***Resources*

Other	274,255
From (To) Fund Balance	(22,505)

*Appropriations*

251,750

CITY OF LANSING  
BY LAWS AND RULES OF PROCEDURE  
OF

THE PROPERTY TAX ASSESSMENT BOARD OF REVIEW

Pursuant to Public Act 267 of 1976 (the Open Meetings Act), all meetings shall be open to the public and the public shall have a reasonable opportunity to be heard.

The primary purpose of the Board of Review (“the Board”) is to endorse the city’s assessment rolls as well as hear protests and appeals from property owners and taxpayers (“petitioners”) regarding property assessments or exemption denials, respectively. The Board will also take-up, consider, and vote on any other matters necessary to facilitate its primary purpose.

**I. MEETINGS**

Pursuant to the Open Meetings Act, all meetings of the Board will be held at the time and place designated on the Board’s annual public notice, or any special meeting public notice.

*Assessment Meeting*

Each year, the Board will convene an initial assessment roll meeting which will be held on the Tuesday following the first Monday in March. This meeting will serve as the assessment roll examination and review meeting pursuant to MCL 211.29(2) as well as the Board’s initial meeting to consider any other relevant and timely matters other than protests or appeals.

*Regular Meetings*

Regular meetings of the Board will commence beginning on the second Monday of March and continue on a consecutive daily basis through Thursday of the same week.

- The initial regular meeting will begin no later than 9:00 a.m. and must last a minimum of six hours.
- Two of the remaining three meetings will begin no later than 9:00 a.m. and each must last a minimum of one hour.
- One of the remaining three meetings will begin no later than 6:00 p.m. and must last a minimum of three hours.

In general, no regular meeting will conclude until all agenda items for that meeting have been addressed.

Additional meeting days will be added to the schedule as special meetings, if necessary, with 18-hours notice provided to the public via a special meeting public notice.

If a quorum of participating members cannot be present for the initial regular meeting, all regular meetings must be rescheduled to take place beginning on the following Monday, and continuing through the following Thursday, but otherwise commence in the same manner as described above. Public notice of these rescheduled meetings will be provided as soon as possible, but no less than 18-hours prior to the start of the rescheduled initial meeting.

### *Qualified Error Meetings*

Pursuant to MCL 211.53b the Board shall convene two meetings to approve any qualified errors which have been verified by the Assessor's office and to hear limited appeals as provided for in the statute. The first qualified error meeting will take place annually on Tuesday following the third Monday in July and the second qualified error meeting will take place annually on Tuesday following the second Monday in December.

### *Special Meetings*

Special meetings of the Board may be called as necessary to consider any remaining protests or appeals, or at the discretion of the Board Chair with 18-hours notice provided to the public via a special meeting public notice.

## **II. PUBLIC NOTICE**

During the last regular meeting, the Board will consider and vote on the time, place, and dates for all required meetings for the following year as well as establish the following year's mail (or "letter") filing deadline. This information will then be placed on the following year's annual public notice.

Pursuant to the Open Meetings Act as well as the requirements of MCL 211.29, the Board will post an annual public notice at least ten days prior to the commencement of each year's initial organization meeting. The annual public notice will identify the Board as the "City of Lansing Property Tax Board of Review" as well as contain the address and telephone number of the Assessor's office. The annual public notice will also contain the time, place, and date of the initial organization meeting as well as every regular meeting and qualified error meeting for the year.

The annual public notice will be posted at the Lansing Assessor's Office, at the Lansing City Clerk's Office, within the Lansing City Counsel reception area, within the Lansing City Hall lobby, and on the Lansing City Assessor's website.

Any scheduled meeting that has been cancelled and will be rescheduled requires the issuance of a special public notice of the time, place, and date of the rescheduled meeting

at least 18-hours prior to the start of the rescheduled meeting. Additionally, all petitioners or agents directly affected by any rescheduling will be individually notified. A notice indicating that a previously scheduled meeting has been cancelled will be posted outside of the designated meeting place as well as at the Assessor's office and on the Assessor's website.

Every public notice issued by the Board must contain the following statements:

*City of Lansing taxpayers and property owners have the right to protest the assessed value or tentative taxable value of their property or appeal a denial of a request for exemption of property from the tax rolls.*

*Protests and appeals can be made either by mail ("letter") or in person.*

*Protests or appeals filed by mail must be received by the City of Lansing's Assessors Office by close of business, Wednesday, March \_\_\_\_, 20\_\_.*

[The mail filing deadline for each year is determined at the prior year's last regular meeting pursuant to the first paragraph of this section.]

### **III. ASSESSOR STAFF RECOMMENDED CHANGES**

The Assessor's annual assessment rolls are certified by no later than the first Monday of March each year.

Recommended property record changes submitted by the Assessor's office after assessment rolls are certified will be examined and reviewed by the Board as part of a regular meeting agenda. Board assessment change notices will be sent to each property owner/taxpayer whose protest or exemption request was reviewed by the Board.

### **IV. THE BOARD: ORGANIZATION, COMPOSITION, OFFICERS, SECRETARY.**

#### *Organization*

The Board is established pursuant to city ordinance and state law. Members, including alternate members, are appointed by the Mayor, subject to City Council confirmation.

#### *Composition*

The Board consists of three regular members and two alternate members.

Members, including alternate members, are considered *participating members* for the purposes of any particular board meeting if they are attending with the clear purpose of engaging in the deliberation and voting of issues before the Board.

Only a total of three regular members or alternate members can be considered participating members with respect to any board meeting.

Alternate Members do not act as participating members at a board meeting unless they have been designated to take the place of a regular member.

All members, including members who are not anticipated to be participating members, will be provided with all board packets, documents, and other information that would normally be provided to participating members in preparation for any meeting.

### *Officers*

The Board shall, at its Organization Meeting in March, elect a Chair and a Vice-Chair from among the participating members, to serve one-year terms. These individuals must be regular members unless circumstances dictate that an alternate member, who is present as a participating member at the Organization Meeting, will be consistently acting as a participating member for the remainder of the year's meetings in place of a regular member, in which case, an alternate member can be considered for either officer position.

In the event the Board Chair position becomes vacant, the Vice-Chair will assume the role of Board Chair for the remainder of the unexpired term.

In the event the Board Vice-Chair position becomes vacant, the remaining participating member from the Organization Meeting who was not elected as an officer will assume the role of Board Vice-Chair for the remainder of the unexpired term.

In the event any regular member position becomes vacant an alternate member will be selected to fill the vacancy until such time as a new regular member is appointed and confirmed.

In the event any alternate member position becomes vacant the position will remain vacant until a new alternate member is appointed and confirmed.

The Board Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall act as Board Chair. In the absence of both the Chair and the Vice-Chair, the participating member who was not elected as an officer during the Organization Meeting will act as Chair with at least one alternate member serving as a participating member.

### *The Board Secretary*

The City Assessor, or designee, will act as an executive secretary to the Board. This individual is not a member of the Board.

## **V. QUORUM AND VOTING**

A quorum shall consist of at least two participating members of the Board. All business transacted by the Board shall be conducted only at a meeting at which a quorum is present.

Although only two members are required to conduct a meeting, all efforts will be made to ensure that board meetings consist of three participating members.

Any scheduled meeting at which a quorum is not present will be cancelled and rescheduled consistent with the Public Notice rules above.

Any item or business coming before the Board requiring approval shall be approved only by the affirmative vote of at least two participating members of the Board.

## **VI. CONFLICT OF INTEREST**

Participating Board Members must disclose any actual, potential, or apparent conflicts of interest they may have regarding any matter before the Board within a reasonable time after the conflict becomes known. Participating Board Members with a conflict of interest in any matter before the Board must abstain from any participation in the deliberation or voting on that matter.

## **VII. ATTENDANCE**

Any member who will be a participating member of a meeting is expected to attend that meeting. Excessive absences by a participating member may result in that member's removal from the Board, during any board meeting, by motion and majority vote. Members who have been removed from the Board may request re-appointment from the Mayor.

Members who are expected to be participating members at a meeting which they know they cannot attend must notify either the Board Chair or the Executive Secretary as soon as reasonably possible.

An alternate member may be called upon to become a participating member in any meeting due to the absence of another member. Which alternate member will be selected to become a participating member for that meeting will be based upon factors such as the alternate member's availability and whether that member has been provided with prior opportunities to act as a participating member commiserate with those opportunities offered to the other alternate member. The Board will strive to provide equal opportunities for both alternate members to act as participating members.

If it becomes necessary to replace a regular member who has resigned or otherwise been removed from the Board with an alternate member, the alternate member who has held their current appointment the longest will be offered the opportunity first.

## **VIII. ORDER OF BUSINESS**

### *Agenda*

The Secretary shall prepare an agenda for each meeting. Protest and appeal hearings are conducted during regular meetings.

The order of business for a regular meeting shall be as follows:

1. Roll Call
2. Member absences
3. Protest or appeal hearings per schedule (as applicable)
4. All Business other than hearings
5. Public Comment
6. Unscheduled protest or appeal hearings as time permits (as applicable)
7. Adjournment

### *Meeting Minutes*

The Secretary shall record the minutes of each meeting of the Board. The minutes of all meetings shall be filed by the Secretary in the Office of City Clerk as a public record.

## **IX. PROTESTS, APPEALS, AND AGENTS**

Property owners and/or taxpayers have the right to file a protest with the Board regarding value assessments or appeal the denial of a claim of exemption in-person or by U.S. mail.

Petitioners who intend to appear in person to protest or appeal will be encouraged to contact the Assessor's office, prior to the commencement of the March regular meetings, to schedule an in-person hearing appointment which will then be included on a regular meeting agenda. Petitioners who have not previously scheduled a hearing appointment may appear at a regular meeting and be heard during that meeting or be provided with a future hearing appointment.

The deadline for filing a protest or appeal by mail is 5:00 p.m. of the Wednesday regular meeting. Protests or appeals by mail must identify the sender as an individual who has an ownership interest in the property, indicate that they are appearing to file a protest or an appeal, and should include any documents in support of their claim. This writing must

be submitted to the Assessor's office in-person or by regular mail and be addressed to the Board. The filing will then be reviewed by the Board as part of an agenda item during a regular meeting. Protests submitted by an agent appearing on behalf of a petitioner must provide proof of the agent's authority pursuant to these rules (see below).

#### *Petitioner Authorized Agent Representation*

Individuals wishing to file a protest or an appeal may do so through an authorized agent. An agent must provide proof that they have been duly authorized to appear on behalf of a property owner or taxpayer of record (as determined by examination of current City records or by any evidence presented) associated with the property at issue. The authorization must be in writing, must contain an owner or taxpayer's current dated signature, must identify the property by address and/or assessment parcel number, must identify the name of the agent or the agent firm/company, and must identify the tax year applicable for the representation before the Board.

### **X. AMENDMENTS TO BYLAWS AND RULES OF PROCEDURE**

Amendment(s) to these bylaws and rules of procedure may be proposed by any member of the Board by presenting the amendment(s) in writing at the assessment meeting. All members of the Board, including alternate members and regular members who may not have been participating members at the assessment meeting, will be provided with a copy of the proposed amendments by no later than the following day. Any vote to amend the Board's bylaws and rules will then take place at the first regular meeting. The affirmative vote of at least two participating members of the Board is required to amend the bylaws and rules of procedure.

### **XI. GOVERNING LAW**

In all matter of procedure not covered by these rules, the provisions of the Michigan Statutes, the Lansing City Ordinances, and the Lansing City Charter shall prevail.

BY LAWS AND RULES OF PROCEDURE OF THE BOARD OF REVIEW AS PROPOSED  
MARCH 4, 2025, AMENDED AND APPROVED MARCH 10, 2025.

City of Lansing Board of Review Members signed on March 10, 2025

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Michael Redding, Chairperson

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Eric Schertzing, Vice Chair

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Sharon Civils, Member

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Greg Venkor  
City of Lansing Attorney

Date

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Andy Schor  
Mayor, City of Lansing

Date



ATTORNEYS AND COUNSELORS AT LAW

2851 CHARLEVOIX DRIVE, S.E., SUITE 203 • GRAND RAPIDS, MICHIGAN 49546 • PHONE: (616) 975-7470 • FACSIMILE: (616) 975-7471

Kristen L. Rewa  
krewa@cnda-law.com

May 30, 2025

***Via Email***

Mr. Brian C. Jeffries  
Chairperson  
Lansing Charter Commission  
124 W. Michigan Ave., 9<sup>th</sup> Floor  
Lansing, MI 48933  
[Brian.Jeffries@lansingmi.gov](mailto:Brian.Jeffries@lansingmi.gov)

**Re: Auditor Language**

Dear Mr. Jeffries:

This letter addresses provisions of the revised Charter as it pertains to the Internal and External Auditor in light of changes to Article 3, Chapter 4.

**I. Location of the Language within the Charter**

Currently, the language is located in Article 3, Legislative Branch. However, one of the purposes of the recently revised language was to make the role of Internal Auditor independent. For that reason, we recommend moving the entire Chapter on Internal and External Audits out of Article 3. This would require Article 3, Chapter 5, entitled Council Staff, to be re-numbered to Chapter 4, Section 3-401.

Based on our review of the structure of the Charter as a whole, The most fitting options for a new location for the Internal and External Audit language are either Article 4 and/or Article 7.

- Article 4, Executive Branch, the audit language would be renumbered as a new Chapter 6 (Sections 4-601 through 4-603). Much of this article discusses the role of the Mayor and those officials subordinate to the Mayor, this article also has a chapter on the role and duties of the City Clerk, who is not under the authority of the Mayor. While the Internal Auditor language of the chapter makes sense to place in Article 4, the external audit section seems out of place in Article 4.
- Article 7, Taxation and Finance and be renumbered to a new Chapter 6 (Sections 7-601 through 7-603). This Article deals with city processes and powers regarding

taxation and finance, it does contain provisions outlining the duties of specific City Officials, including the City Assessor (Sec 7-204) and the Board of Review (7-205).

We recommend moving the Audit Chapter to Article 7 as a new Chapter 6.

## II. Internal Audit References Elsewhere in the Charter

- Sec 4-102.7 states:

.7 The Mayor shall respond to any Internal Auditor report on irregularities or erroneous accounting methods. Such response shall be made in writing **to the City Council** within 30 days of receipt and shall contain the Mayor's recommendations for the elimination or correction of the indicated irregularities or errors.

We see no issue with a provision requiring the Mayor to respond to an Internal Auditor report. In light of the change to the role of Independent Auditor, does the Commission wish to change the recipient of the Mayor's response? The Mayor's response could be directed to the City Council, the Internal Auditor, or both. We recommend adding the Internal Auditor.

### Proposed Language

.7 The Mayor shall respond to any Internal Auditor report on irregularities or erroneous accounting methods. Such response shall be made in writing to the City Council **and the Internal Auditor** within 30 days of receipt and shall contain the Mayor's recommendations for the elimination or correction of the indicated irregularities or errors.

- Sec 6-102 states: "The Personnel Merit System shall not cover any employees of the Board of Water and Light, or appointees of the Mayor, the City Council and the Internal Auditor."

We see no need to change this provision.

Very truly yours,

CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.



Kristen L. Rewa

cc: Vice Chair Lori Adams Simon ([lori.simon@lansingmi.gov](mailto:lori.simon@lansingmi.gov))  
Chris Swope, MMC/MiPMC ([Chris.Swope@lansingmi.gov](mailto:Chris.Swope@lansingmi.gov))  
Brian P. Jackson, MiPMC, ([Brian.Jackson@lansingmi.gov](mailto:Brian.Jackson@lansingmi.gov))

~~.3 This~~The compilation described in sub-sections .1 and .2 shall be known as the Lansing City Code and copies shall be: furnished to City officers, placed in libraries and public offices for free public reference, and made available for purchase by the public at a reasonable price fixed by the City Council.

~~.4 No less than once per year the Clerk shall cause the Codified Ordinances to be updated to reflect amended, added, or repealed City Ordinances. After publication of the first Lansing City Code under this Charter, the ordinances and Charter amendments shall be printed in a form suitable for integration with the Code currently in effect. (01/21/2025)~~

3-30910 Public Peace, Health And Safety

The City shall take such action, and adopt such ordinances, as shall be necessary to provide for the public peace and health and for the safety of persons and property within the City.

## Chapter 4 - INTERNAL AND EXTERNAL AUDITS

### 3-401 Internal Auditor (05/27/25)

~~.1 The City Council shall appoint a qualified person as the Internal Auditor.~~

~~3-401.2 The Internal Auditor shall be responsible to the City Council and may be removed by a majority of the City Council members serving. Office of the Independent Internal Auditor~~  
~~.1 The Mayor shall prepare within 6 months, and the City Council shall adopt within 9 months of the effective date of this Charter an ordinance that establishes an Office of the Independent Internal Auditor. The purpose and focus of the Office of the Independent Auditor is to make audits of financial transactions and performance reviews of City operations and departments consistent with the City's risk-based audit plan to improve efficiency, effectiveness, and economy of processes and programs.~~

~~.2 The Office of the Independent Internal Auditor shall be an independent agency of the City. The Mayor and City Council shall not direct, supervise or interfere with the operations of the Office of the Independent Internal Auditor and its employees.~~

~~.3 The Office of the Independent Auditor shall be staffed by an Internal Auditor. The Internal Auditor shall be a Certified Public Accountant and certified as a Certified Internal Auditor by The Institute of Internal Auditors (IIA). The Internal Auditor:~~

~~(a) Shall be mutually appointed by the Mayor and by a vote of a majority of City Council members serving.~~

~~(b) May be suspended or removed by the Mayor or by a vote of two-thirds of the Council members serving. Notice of such action shall be filed with the City Clerk. A suspension or removal by the City Council is subject to veto by the Mayor as provided in Sec 3-305, except Sec 3-305.3 shall not apply. A suspension or removal by the Mayor is subject to veto by the City Council as provided in Sec. 4-401.5.~~

~~.4 The Internal Auditor shall appoint a Deputy who during the periods of the Internal Auditor's absence or temporary disability or when the position is vacant, shall exercise the powers and perform the duties of the Internal Auditor to the full extent permitted by law. The Deputy Internal Auditor shall be a Certified Public Accountant. The Deputy Internal Auditor shall serve at the pleasure of the Internal Auditor.~~

.5 The Internal Auditor may be authorized by the City to hire additional staff and independently contract with other entities, consistent with the City's hiring and procurement policies, to adequately perform the functions of the Office of the Independent Internal Auditor. The staff shall serve at the pleasure of the Internal Auditor.

### 3-402 Powers And Duties

.1 The Internal Auditor shall prepare an annual risk-based audit plan by July 1<sup>st</sup> of each fiscal year. The annual risk-based audit plan shall contain a list of recommended audits to be conducted during that fiscal year and shall focus on high-risk agencies and/or processes identified in the annual risk-based audit plan. Copies of the annual risk-based audit plan shall be delivered to the Mayor and City Council and placed on file with the City Clerk.

.2 By August 1<sup>st</sup> and February 1<sup>st</sup> of each fiscal year, the Mayor and City Council, after consultation with the Internal Auditor, shall mutually agree on which audits the Internal Auditor will conduct during the first half and second half of the fiscal year. The Internal Auditor shall conduct audits which include financial transactions, performance reviews and operations of City agencies identified in the annual risk-based audit plan. At the conclusion of each audit, the Internal Auditor shall make a full report to the Mayor and City Council and place it on file with the City Clerk.

.3 The Internal Auditor shall perform an annual financial analysis of all agencies not selected for audit in the current fiscal year and present the analysis to the Mayor and City Council and place it on file with the City Clerk.

.4 After the close of each fiscal year, the Internal Auditor shall make a report on the financial position of the City and present the report to the Mayor and City Council and place it on file with the City Clerk.

.5 The Internal Auditor may investigate the administration and operation of any City agency and report findings and recommendations to the Mayor and City Council and file each report with the City Clerk. The Internal Auditor shall have access to all financial records, human resource records, and other records of City agencies necessary to perform their functions. The Internal Auditor may subpoena witnesses, administer oaths, take testimony, and enter and inspect premises within the control of any agency during regular business hours.

.6 The Internal Auditor shall provide the Finance Director with all the information necessary in the preparation of the annual budget and capital improvement requests.

.7 The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing and paid for by the Board.

.8 The Internal Auditor shall have all other powers and duties as required by law or ordinance.

~~.1 The Internal Auditor shall devote full time to the services of the City and shall assist the City Council in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.~~

- ~~.2 The Internal Auditor shall make audits of financial transactions of all City agencies at least once every year or as otherwise directed by the City Council. The Internal Auditor shall have access to the financial and other records of all City agencies at any time.~~
- ~~.3 The Internal Auditor shall make a full report to the City Council of each individual audit and file a copy with the Mayor and City Clerk. The report shall include any or all of the following as directed by Council:
  - ~~(a) An examination of financial transactions, accounts, contracts and reports, including an evaluation of compliance with applicable laws and regulations;~~
  - ~~(b) a review of efficiency and economy in the use of resources with recommendations for improvement;~~
  - ~~(c) a report as to whether desired results are effectively achieved in City programs, services and activities.~~~~
- ~~.4 As soon as possible after the close of each fiscal year, the Internal Auditor shall provide an analysis of the financial position of the City. The report shall be a public record.~~
- ~~.5 The Internal Auditor shall review the administration and performance of any City agency and report findings and recommendations to the City Council and file a copy with the Mayor and the Clerk.~~
- ~~.6 Whenever appropriate the Internal Auditor shall promptly make a report to the City Council on City agencies or any irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agency. A copy of each report on irregularities and erroneous accounting methods shall be referred to the Mayor.~~
- ~~.7 The Internal Auditor shall evaluate the Capital Improvement Plan.~~
- ~~.8 The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing by the Board.~~
- ~~.9 The Internal Auditor may be authorized by City Council to hire adequate staff to perform the internal auditing functions. The staff shall serve at the pleasure of the Internal Auditor.~~

### 3-403 Limitations

- .1 Except as otherwise provided in this Charter, the Internal Auditor shall not have any connection with any City agency, nor be custodian of any cash or securities belonging to the City other than the appropriation to the Office of the Independent Internal Auditor.~~Except as otherwise provided in this Charter, the Internal Auditor shall not have any connection with any City agency, nor be custodian of any cash or securities belonging to the City. (05/27/2025)~~

### 3-404 External Audit

- .1 An independent audit shall be made of all accounts of the City government, including the Board of Water and Light, at the close of each fiscal year, and shall be completed by October 15th. Special independent audits may be made at any time that the Council may designate. All such audits shall be made by a Certified Public Accountant designated by the Council. The results of each such audit shall be made public in the shall be placed in the office of the Clerk for public inspection.
- .2 The External Auditor shall report on the activities and accounts of the Internal Auditor. [\(05/27/2025\)](#)

## Chapter 2. ELECTION OF OFFICERS

### 2-201 Time Of Elections

The primary and general elections for all City offices shall be at the time provided by State law.

[\(05/27/2025\)](#)

### 2-202 Non-Partisan Ballot

The Clerk shall prepare ballots which shall conform to the provisions of law. No party vignette or emblem or other designation shall appear on the ballot in regard to City officers.

### 2-203 Wards

.1 The City of Lansing shall be divided into ~~four~~ five wards, from each of which a member of the City Council shall be nominated and elected. [\(02/18/2025\)](#)

.2 Each ward shall have the same boundaries as shall exist on the effective date of this Charter until changed in accord with law. [\(05/27/2025\)](#)

.3 The Election Commission shall revise the boundaries of the wards within 60 days after the figures from the Federal decennial census becomes available. [The City Council shall approve and file the apportionment plan in accord with state law.](#) New ward boundaries created within 120 days of a City primary election shall become effective after the general election. [\(05/27/2025\)](#)

.4 The Election Commission shall, to the greatest extent possible, establish wards that are compact, contiguous and of equal population. - [\(05/27/2025\)](#)

### 2-204 Method Of Nomination

.1 The method of nomination for all elective offices in the City shall be by petition, or by a candidate submitting a filing fee. A primary election shall be held on those occasions when the number of persons submitting valid nominating petitions or filing fees exceeds twice the number of positions to be filled in the office. [\(05/27/2025\)](#)

.2 Nominating petitions submitted by candidates for offices to be filled by voters of a ward shall be signed by at least one hundred (100), but no more than one hundred fifty (150), of the persons registered to vote in the ward in which the election is to be held. [\(05/27/2025\)](#)

.3 Nominating petitions submitted by candidates for offices to, be filled by the voters of the City at large shall be signed by at least four hundred (400), but no more than six hundred (600), of the registered electors of the City. [\(05/27/2025\)](#)

.4 In lieu of submitting nominating petitions, a candidate may nominate himself or herself for City office by submitting a filing fee of one hundred dollars (\$100.00). The filing fee shall be nonrefundable. [\(maintain filing fee 12/3/24\)](#) [\(05/27/2025\)](#)

.5 The City Clerk shall assist members of the public by providing information regarding the requirements for candidacy, and in the preparation of petitions. [\(05/27/2025\)](#)

.6 Neither nominating petitions, nor filing fees shall be accepted unless accompanied by an affidavit sworn to or affirmed by the candidate, stating that the candidate possesses the legal qualifications for the office and requesting that the candidate's name be printed on the ballot. [\(05/27/2025\)](#)

## 2-205 Election Commission

.1 The conduct of City elections shall be the responsibility of the Election Commission consisting of the City Clerk, the City Attorney and the Assessor. The City Clerk shall preside. [\(05/27/2025\)](#)

.2 The Election Commission shall prescribe the procedures to be followed in the conduct of City elections in accord with state law. [\(05/27/2025\)](#)

## 2-206 State Law To Apply

The general election laws of the state as supplemented by the provisions of this Charter and relevant ordinances shall apply to the qualifications and registration of voters, the filing for office by candidates, and the conduct and canvass of City elections. [\(05/27/2025\)](#)

## Chapter 3 VACANCIES

## Chapter 4. BALLOT ISSUES

### 2-401 Recall

~~Any official holding an elective office may be recalled and the office be filled in the manner provided by law. Any official holding an elective office may be recalled and the vacancy created be filled in the manner provided by law. [\(12/17/2024\)](#)~~

### 2-402 Initiative And Referendum

The people reserve to themselves the power to propose ordinances and to enact and reject ordinances, called the initiative, and the power to approve or reject ordinances enacted by the City Council, called the referendum. [\(05/27/2025\)](#)

### 2-403 Petitions For Initiative And Referendum

.1 Initiative and referendum petitions must be signed by a number of City electors equivalent to at least 5 percent of registered electors of the City.

.2 Petitions shall set forth in full the measure to be initiated or referred. The circulators may submit the petitions to the City Attorney for approval as to form before circulating, but they are not required to do so. [\(05/27/2025\)](#)



ATTORNEYS AND COUNSELORS AT LAW

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Kristen L. Rewa  
krewa@cnda-law.com

May 31, 2025

***Via Email***

Mr. Brian C. Jeffries  
Chairperson  
Lansing Charter Commission  
124 W. Michigan Ave., 9<sup>th</sup> Floor  
Lansing, MI 48933  
[Brian.Jeffries@lansingmi.gov](mailto:Brian.Jeffries@lansingmi.gov)

**Re: Odd/Even Elections, Election timing, and Ancillary Matters**

Dear Mr. Jeffries:

This letter addresses currently existing language for transition away from staggered elections, law and proposed language for Odd/Even elections, and an ancillary matter of selecting board members from the fifth ward prior to reapportionment.

**I. Section 2-101.3 and Transition away from Staggered Elections**

The revised language of Section 2-101.3 currently reads:

In 2027, there will be four (4) vacancies upon the council to be filled. The four (4) qualified candidates receiving the highest number of votes shall be elected to a term of office of two (2) years. Beginning in 2029, each councilperson shall be elected to a four-year term.

Upon further review, this language must be changed for two key reasons. First, revisions made to this section and the prior Sec 9-302 (called "First Election under this Charter") removed the only references to electing at-large Council members. Such language must be included to ensure the Commission's intent of maintaining two at-large members on the Council. Second, it is technically incorrect to say that there will be four vacancies in 2027. The election is currently scheduled for 2027, but those officials take office on January 1, 2028 by virtue of Sec. 2-101.2. Accordingly those positions are not "vacant".

As such, and assuming that odd elections remain in place, we recommend rewriting Sec. 2-101.3 to specifically state that Council members are elected by ward and at-large. We have

also drafted new language for Article 9, outlining an election transition plan consistent with the intent of the language approved in December. Note that under the election transition plan, the City Council will remain at 8 members until 2029. If desired, the language could be changed to elect only three members in 2027, removing one of the at-large members.

However, if the Commission chooses to enact language for even year elections, do not vote on this language. Proceed to the next section.

## Proposed Language

### 2-101 Elective Officers

~~.3 In 2027, there will be four (4) vacancies upon the council to be filled. The four (4) qualified candidates receiving the highest number of votes shall be elected to a term of office of two (2) years. Beginning in 2029, each councilperson shall be elected to a four-year term. Membership of the City Council shall be comprised of one member elected from each ward and two members elected at large.~~

### 9-303 Election Transition Plan

.1 In 2027, there shall be elections for Council members representing ward 1, ward 3, and two at-large members, for terms of two years each.

.2 Beginning in 2029, and every four years thereafter, there shall be elections for the Mayor, the City Clerk, and the seven members of City Council. The terms of such offices shall be governed by Section 2-101 of this Charter.

## II. State Law Governing Switch from Odd to Even Year Municipal Elections

The Michigan Election Code sets the procedure for a city's governing body (i.e. the City Council) to switch city elections from odd years to even years by adopting and implementing a resolution. MCL 168.642a(4). The law requires as follows:

1. City Council adopts a resolution before January 1 of the year in which the change in the date of the election takes effect. MCL 168.642a(4), MCL 168.642(7)(a)(ii).
2. Before adopting the resolution, the City Council holds a public hearing on the resolution in a manner designed to reach the largest number of the City's qualified electors in a timely fashion. MCL 168.642(7)(c).
3. After the resolution is adopted, the City Council must file the resolution with the Secretary of State. MCL 168.642(7)(e).

This law also provides that if the regular election date is changed under these laws, the term of a current office cannot be shortened but "the term of an official who was elected before the effective date of the change continues until a successor is elected and qualified at the next regular election." MCL 168.644g(1). This means an official that ordinarily has a four-year term

can serve five years.

City Charter revisions have implemented language to start this process to effect even year municipal elections by requiring the legislative body to follow the statutory process outlined above. When a revision contains such language, it also dictates how the transition will be implemented, including any special considerations for the interim years before the switch. Some cities have implemented shorter terms for an upcoming, interim election to facilitate this switch. At least one City provided for an additional fifth year for some of its elected officials (due to staggered elections). Recent examples for such charter language from Grand Rapids, Flint, Grand Ledge, and Highland Park are provided for your review as an attachment to this letter.

### III. Proposed Language Changes for Implementing Even Year Elections

If the Charter Commission wishes to include language that would shift the elections to even years, the earliest the City Council could act to pass an implementing resolution is 2026, given the requirements for public hearings and the effective date of the proposed revised Charter. As such, the earliest the City could have an even-year election is 2028. However, given the other election-related changes being proposed, we recommend implementing the even-year change in 2030 for three reasons. First, recall that the terms for city offices begin on January 1 of the year following the general election. Sec 2-101.2. As such, those offices elected in 2025 will take office on January 1, 2026. The revised charter is also set to take effect on January 1, 2026. These terms cannot be reduced by any changes made to the Charter. As such, these offices cannot be submitted for election any sooner than 2029. However, state law does allow these terms to be extended until the transition to an even year is complete. As such, these offices may legally be extended for one year, for a total of five years.

Second, the revised charter currently moves away from staggered elections, with plans to align all city elections for the 2029 election cycle. To do so, the revised charter provides that the seats up for election in 2027 election cycle will be 2-year terms. Sec 2-101.3. Third, the revised charter implements the creation of a fifth ward in time for the 2029 election. Sec 9-302. By extending these deadlines by one year, to 2030, the positions elected in 2027 could be 3-year terms and the fifth ward would be functional for the 2030 election.

Accordingly, the proposed language below changes Sec. 2-101.3 to clarify that the membership of City Council shall be one member for each ward and two members elected at large. The language on apportionment of five wards is changed to reflect that the boundaries should be complete in time for the 2030 election cycle. Note that state law will require another apportionment soon after, in 2031, when the results of the federal 2030 census are released. Those offices up for election in 2025 would have their terms extended to the 2030 election. Those offices up for election in 2027 would serve 3-year (instead of 2-year) terms.

#### Proposed Language

##### 2-101 Elective Officers

~~.3 In 2027, there will be four (4) vacancies upon the council to be filled. The four (4) qualified candidates receiving the highest number of votes shall be elected to a term of office of two (2) years. Beginning in 2029, each councilperson shall be elected to a four-year term. Membership of the City Council shall be comprised of one member elected from each ward and two members elected at large.~~

### 9-302 Apportionment of Five Wards

- .1 The Election Commission shall meet and prepare an apportionment plan for five wards, in accord with this Charter and State law.
- .2 The City Council shall adopt the apportionment plan at least 120 days prior to the ~~2029~~2030 primary election.
- .3 The effective date of representation of the new wards shall be the date for taking office of the first Council members elected therefrom, unless otherwise provided by this Charter.

### 9-303 Election Transition Plan

- .1 In 2027, there shall be elections for members of City Council representing ward 1, ward 3, and two at-large members, for terms of three (3) years each.
- .2 The City Council shall adopt, by no later than December 31, 2028, a resolution required to switch to even numbered year elections as authorized by MCL 168.642 and 168.642a. The Council shall make this change effective such that elections under this Charter previously scheduled to occur in 2029 shall occur in 2030.
- .3 The Mayor, Clerk and Council members elected in 2025 shall continue to serve until their respective successors are elected and qualified at the 2030 election.
- .4 Beginning in 2030, and every four years thereafter, there shall be elections for the Mayor, the City Clerk, and the seven members of City Council. The terms of such offices shall be governed by Section 2-101 of this Charter.

## IV. Ancillary Issues, Fifth Ward Appointments to Boards and Commissions

Further review of the revised charter identified an issue with the selection of board members for the proposed ward five. This affects two sections of the Charter, Section 5-103 on general board membership selection, and Section 5-502, selection of Board of Ethics members. The general board selection process has the ward five seats expiring in 2029. However, the earliest possible time that ward 5 will be created under the proposed charter is 2029. On the Board of Ethics, one of the seats is to be selected by the City Council from ward five. The relevant language of these sections is copied for your convenience.

### **Section 5-103 [Board Membership, generally]**

- .8 Each Board established by this Charter shall be composed of eight members. Three members shall be from the City at-large and one member shall be appointed from each of the five wards of the City in the following pattern:
  - (a) The First ward member shall have a term expiring in 2029 and every four years thereafter.
  - (b) The Second ward member shall have a term expiring in 2026 and every four years thereafter.
  - (c) The Third ward member shall have a term expiring in 2027 and every four years thereafter.

(d) The Fourth ward member shall have a term expiring in 2028 and every four years thereafter.

(e) The Fifth ward member shall have a term expiring in 2029 and every four years thereafter.

.9 One member from the City at-large shall have a term expiring in 2026 and every four years thereafter. One member from the City at-large shall have a term expiring in 2027 and every four years thereafter. One member from the City at-large shall have a term expiring in 2028 and every four years thereafter.

### 5-502 Membership, Board of Ethics

.1 The Board of Ethics shall be a review board and shall consist of eight members; five members shall be appointed by the City Council, one from each city ward, and three shall be appointed by the Mayor. . . .

Rather than place transitional language in both these sections, we drafted an additional provision in Sec. 9-302. The proposal is to allow the appointing authority (Council for the BoE, Mayor for all other boards) to appoint a person at-large for this “fifth ward seat” until the ward is established. This prevents vacancies from remaining unfilled while the wards are being reapportioned.

### Proposed Language

#### 9-302 Apportionment of Five Wards

[.1-.3, see above]

.4 If the wards are not yet apportioned in accord with this Section when a vacancy arises for the fifth ward member of any City board, the appointing authority may appoint a person from the City at large to fill the fifth ward seat.

Very truly yours,

CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.



Kristen L. Rewa

cc: Vice Chair Lori Adams Simon ([lori.simon@lansingmi.gov](mailto:lori.simon@lansingmi.gov))  
Chris Swope, MMC/MiPMC ([Chris.Swope@lansingmi.gov](mailto:Chris.Swope@lansingmi.gov))  
Brian P. Jackson, MiPMC, ([Brian.Jackson@lansingmi.gov](mailto:Brian.Jackson@lansingmi.gov))

## ATTACHMENT EXAMPLES OF OTHER CHARTER LANGUAGE

### A. Example: Grand Rapids Charter Amendment (2020 election)

This change was added to the Grand Rapids Charter through initiative petition.

“No later than December 31, 2020, the City Commission shall take all steps reasonably necessary to move the City's regular elections to even-numbered years, as provided for in the Michigan Election Law, MCL 168.642 and MCL 168.642a(4). The City Commission shall make this change effective such that the elections under this Charter currently scheduled to occur in 2021 shall occur in 2022, and all elections held thereafter under this Charter shall likewise be held in even-numbered years”

### B. Example: Flint 2018 Charter Revision (adopted May 2017)

#### Sec. 2-301 TIME OF ELECTIONS.

Commencing in 2026, the voters of the City shall elect a Mayor and a City Council in a primary election and general election to be held upon the same dates as the State of Michigan primary election and the general election in which the voters of the state normally elect a Governor for a four-year term, until 2026 the time for elections is governed by §9-102.

#### Sec. 9-102 ELECTION FOR MAYOR AND COUNCIL MEMBERS.

A. The first primary and general election for Mayor shall be in 2019 at the time set by statute for City primaries and general elections in the odd numbered years. And, the first term for Mayor shall be for 3 years. Subsequent terms shall be four years, and elections commencing in 2022 shall be with the gubernatorial elections.

B. Commencing in 2022, the term shall begin at 12 o'clock noon on the Monday following the certification of election and those elected shall continue serve in those offices until the next gubernatorial election and until a successor is elected and qualified.

C. Commencing in 2022, pursuant to §9.102 of this Charter, the Voters of the City shall elect a Mayor in a primary election and general election to be held upon the same dates as the State of Michigan primary election and the general election in which the voters of the state normally elect a Governor for a four-year term.

D. The first primary and general election for Council shall be in 2021 at the time set by statute for City primaries and general elections in the odd numbered years. And the first term for Council Members shall be for 5 years. Subsequent terms shall be four years and elections, commencing in 2026, shall be with the gubernatorial elections. E. Commencing in 2026, the voters of the City shall elect a Mayor and City Council members in a primary election and general election to be held upon the same dates as the State of Michigan primary election and general election in which the voters of the state normally elect a Governor for a four-year term, and continuing thereafter.

F. The City Council shall adopt, in 2021, a resolution required to switch to even numbered year elections as authorized by MCL 168.642 and 168.642a.

### **C. Example: Highland Park Charter Revision (May 2019 election)**

Sec. 12-1 Regular City Elections; Election Precincts.

- a. For the City election in 2019, for the election of the Mayor, City Councilmembers, Clerk and Treasurer, all for a three (3) year term to the November 2022 election cycle, see Section 18-4 and Section 18-15;
- b. Beginning with the November 2022 election cycle, a regular City election for the purpose of electing the Mayor, five City Councilmen, the Treasurer and the Clerk shall be held on a day that coincides with regular statewide elections, every four years. Each elector shall be entitled to vote for no more than two (2) at-large candidates and no more than one (1) district council candidate with the top vote getters being duly elected. For the purpose of conducting such elections, the City shall be divided into election precincts in the manner provided and required by law.
- c. The City Council shall adopt, in 2020, a resolution required to switch to even numbered year elections, as authorized by MCL 168.642 and MCL 168.642a.

### **D. Grand Ledge Charter revision**

Sec. 15.4. - Elections for mayor and City Councilmembers.

- A. The City Council shall adopt, by no later than December 31, 2019, a resolution to hold its regular elections in even years on the November election date, pursuant to MCL 168.642 and 168.642a.
- B. The mayor and councilmembers serving on the effective date of this Charter shall continue to serve until their respective successors are elected and qualified.
- C. In November 2019, there shall be elections for the following:
  1. Three councilmembers, with one elected by each of the three respective wards, for terms of three years each, expiring in November 2022; and
  2. The mayor, for a term of three years, expiring in November 2022.
- D. In November 2020, there shall be an election for three councilmembers, with one elected by each of the three respective wards, for terms of four years each, expiring in November 2024.
- E. Beginning with the regular city election conducted in November 2022, elections for the mayor and City Councilmembers, and the terms for such offices, shall be governed by the terms of chapter 3 and chapter 4 of this Charter.

**From:** Simon, Lori <Lori.Simon@lansingmi.gov>  
**Sent:** Thursday, May 29, 2025 2:50 PM  
**To:** Jeffries, Brian <Brian.Jeffries@lansingmi.gov>  
**Cc:** Swope, Chris <Chris.Swope@lansingmi.gov>; Jackson, Brian <Brian.Jackson@lansingmi.gov>; Drever, Emery <emery.drever@lansingmi.gov>; Kristen Rewa <krewa@cmda-law.com>  
**Subject:** Proposed Language For Revision-Article 2-410cris

All:

Please see my proposed revision:

### **2-410 Charter Revision Question**

The question of whether there shall be a general revision of the City Charter shall be submitted to the voters of the City of Lansing at the November general election held in 2041 and every 16 years thereafter and may be submitted at other times in the manner provided by law.

**Thank you and be well!**

**Lori**

**Lori Adams Simon, MPA, CDM, CTA**

**Vice-Chairperson**

**City of Lansing Charter Commission**

[Lori.Simon@lansingmi.gov](mailto:Lori.Simon@lansingmi.gov)

**From:** Washington, Jody J.  
**Sent:** Friday, May 30, 2025 10:44 AM  
**To:** Jeffries, Brian  
**Subject:** [EXTERNAL] Edits

Brian –

Thank you so much for the edited page and for all the work that you have put into this commission.

However, I want to still address the wards of this city. The matter was settled on 5 wards and 2 at large because a couple people stated that our population is declining. The fact is that our population is increasing and will continue to do so. This change was made on a false narrative. It was also made with no consideration for what the regular people were asking of us. I would like this issue brought back up. My preference would be 9 wards because an even number is not wise. I would be willing to consider 7 wards and 2 at large. Actually, reducing the number of wards is a slap to the residents of this city. The issues addressing this city are far more than any of us dealt with when we were on council. Because I am acutely aware of the issues and am incredibly and I am aware of the matters.

There are sections of this city that have no voice and never really have—even when we were on council. Further, it is high time the special interest groups with their big money stop buying our seats. Smaller wards not only give better representation, it also levels the playing field for grassroots candidates. They can more easily hit the doors and don't have to spend so much money, even if the special interest groups continue to try to run our city.

I also am not happy with the fact that the charter review will never be placed on the ballot again. This change was made knowing that neither the council nor the people would lift that heavy of a burden to have it reviewed.

This has been a frustrating experience, and frankly, highly unprofessional experience for me. It began with Lori Adams Simon telling me she had to be vice chair because we couldn't have two old white people in the leadership. This was highly offensive and agist and racist comment. Second, the first night of the commission Joan Bauer said to me, "I don't think we need to make any changes, do you?" I wondered why she was there. Then, we had Vice Chair Simon harass a mental health patient on social media because she was asked what her credential were. She said we needed a mental health hospital because of people like her. And then she was allowed to have a point of order to try to make it look like she was a victim. I suggested to her that she not say anything or at least apologize to the mental health community. She informed me she wouldn't apologize for anything, and then

she was allowed to pontificate. I told her I was a mental health patient and found her actions to be incredibly inappropriate and she did not care. All she did was change her seat so she didn't have to sit by me.

When I advocated for 9 wards because of representation and trying to get special interest money to not have so much influence over our elections, Adams Simon was allowed to make a speech in an attempt to discredit me by saying some people are probably angry because they did not get the endorsements they wanted for city council. Her behavior has been reprehensible, and she has lost all credibility in the community. She was a very bad choice for vice chair.

And poor Liz. She just can't help herself. She is not stupid, just ignorant of anything that is not in her world. She has been horrific statements. When she pushed me on who was denigrating citizens and I said you, you promptly gaveled me.

With all the eyerolling you and Lori have done against me, I'm surprised they are still in their sockets. But that's okay, it really doesn't phase me in the least. I am there to do a job, not just go along with what is decided in your leadership meetings. And we certainly didn't need Lori's lecture on how people that didn't agree with everything in this charter are being disrespectful of everybody else. She clearly doesn't understand democracy, critical thinking, and representative voting.

I had great hopes for this commission. I just think the wrong people were sitting at the table. Having said that, I know you have worked hard.

I do wish you would have listened to some of the regular people. Even what Mayor Hollister had to say was not taken into consideration. The council members that spoke were not taken into consideration. The Chair of the Fire Commission was the butt of a hot mic comment, "Steven Purchase just loves to himself talk."

But, if the goal was to change some verbiage, have an independent auditor, and keep the status quo, then the mission has been accomplished.

Again, thank you for all you have done. I'm okay with most of the items, but I am not okay that you and some others were not willing to compromise on the make of the council seats or much of anything else.

Jody



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Kristen L. Rewa  
 krewa@cnda-law.com

June 2, 2025

**Via Email**

Mr. Brian C. Jeffries  
 Chairperson  
 Lansing Charter Commission  
 124 W. Michigan Ave., 9<sup>th</sup> Floor  
 Lansing, MI 48933  
[Brian.Jeffries@lansingmi.gov](mailto:Brian.Jeffries@lansingmi.gov)

**Re: Auditor Language**

Dear Mr. Jeffries:

This letter addresses provisions which appear to be typos of errors in the Charter.

Section	Language	Notes
Passim	Remove Dates and notes re: approval process and meeting dates	These should be removed from the final red-lined version of the charter submitted to the governor (I have not done this).
passim	Lower case "state law" (not "State law")	Style. Lower case is the preferred/proper use. The Charter is inconsistent throughout. Changed all adjective "state" to lower case.
Passim	Capitalize: City, Clerk, Mayor, Council (but City Council member), City Attorney, Charter	Style. Capitalized referenced words in all instances as that was predominately the preferred use. However, "member" is not typically capitalized.
Passim	Dates – are written differently, including: first, first (1 <sup>st</sup> ), 1 <sup>st</sup> , 1st, 1 (i.e. July 1), and first day of . . .	Style. I have not made any changes but bring style inconsistency to the Commission's attention. I do not see this creating any substantive issues.
2-101.3	Proposed revision	<b>Substantive.</b> See companion memo on elections
2-204.1	remove comma	Grammatical error
2-302.1	remove "elected or".	<b>Substantive.</b> This was added when the Commission revised language to remove an

		elected official for cause. That revision was removed but this language was not. This should be removed to be consistent with the Commission's intent.
2-302.3	Put .3 on next line (hard return)	formatting
2-405.1(b)	Remove comma	Grammatical error
2-407	Added "a" majority	Grammar
3-204	Section Header formatting	Formatting. Changed to Arial font
3-205.1	Add "of"	Grammatical error.
3-205.4	.4 on next line (hard return)	Formatting
3-305	Space	Formatting/typo
3-207.4 and 5-201.2	Corrected cross-reference to 5-103.12	<b>Substantive</b> , typo in referring to section cross-reference.
3-309	Header	Check formatting
3-401-404	Formatting – 2 headers (remove old one, keep "Office of the Independent Internal Auditor")	Check formatting, font entire chapter, may change, see companion memo on location of this language
4-301.1	"Office of the City Attorney"	Added "the" per vote from 5/27
4-301.3	hard return	formatting
4-304.3	Comma to period	Grammatical error
4-404.8	Added period	Grammatical error
4-304.9 and 3-401	Sec. to Section	Style. Section is used throughout
4-306.2	Comma to period	Grammatical error
4-307.3	Capitalize "Standards"	Grammatical error
4-502	Added section numbers	Formatting. Original text has 2 separate paragraphs but no numbering, added a .1 and .2
5-103.9	Added period	Grammatical error
5-105	Deleted period	Grammatical error
5-201	Capitalize Board, added period	Style, grammar
5-203	.3 - 2/3 to "two-thirds" .9 – deleted extra period	style
5-204.3	Deleted comma	Grammatical error
5-205.2	Deleted period, changed "say" to "day"	Grammar/formatting error, typo.
5-301	Deleted space, lower case "department"	Formatting, style,
5-401	lower case "department"	style
Art 5, Ch 6	Changed Board to Commission	Style, consistent with Commission approval
5-602.4	Formatting changes	Formatting, hard return

7-103.3	Deleted comma	Grammatical error
7-103.4, .5	Added commas	Grammar
7-205.6	Remove “The Board of Review shall adopt rules for its Conduct of business.” Because it is redundant with .7 (same language)	<b>Substantive.</b> Duplicative
7-405.2	“non payment” to “nonpayment”	Grammatical error Typo, also consistent with wording in 7-408
7-406	Removed hyphen	typo
8-202.2	Lower case letters, added :	Grammatical error, several words are capitalized unnecessarily
8-303	“therm” to “thermal”	typo
8-401.1	Deleted extra period	typo
8-401.3	New <u>.3 The City shall not make a contract with a person who is in default to the City.</u>	<b>Substantive.</b> My notes show this was added by the Commission on 5/20
9-205	“prescribed” to “prescribe”	Grammatical error
Art 9, Ch 3	See companion memo	<b>Substantive changes,</b> further discussion needed.
9-301	Remove “when filed after adoption with the Secretary of State and the County Clerk pursuant to Statute.”	<b>Substantive.</b> Per my notes of Commission action on 5/27, this language was removed. Should just say January 1, 2026.

The follow sections are not captured in the Headings navigation pane  
3-307, 3-309

Very truly yours,

CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.

Kristen L. Rewa

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## ARTICLE 1 – GENERAL (12/17/2024)

### Chapter 1. GOVERNMENT (approved as presented 11/12/24)

#### 1-101 Establishment Of Government

The people of the City of Lansing, by adoption of this home rule Charter, create and continue a body corporate known as the "City of Lansing" and provide for continuing control of their municipal corporation.

#### 1-102 Boundaries

The boundaries of the City existing when this Charter takes effect continue in effect until changed in accordance with law.

### Chapter 2. INTERPRETATION OF CHARTER (12/17/2024)

#### 1-201 Powers Of The City

The City has the comprehensive home rule power conferred upon it by the Michigan Constitution, subject only to the limitations on the exercise of that power contained in the Constitution or this Charter or imposed by statute. The City also has all other powers, which a city may possess under the Constitution and laws of this State.

#### 1-202 Liberal Construction

The powers of the City under this Charter shall be construed liberally in favor of the City. The specific mention of particular powers in the Charter shall not be construed as limiting in any way the powers of the City as stated in Section 1-201.

#### 1-203 Severability

If any provision of this Charter or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions of applications of the Charter.

#### 1-204 Article, Chapter And Section Headings

The article, chapter and section headings and catch lines used in this Charter are for convenience only, and shall not add or subtract from the meaning of the words of this Charter.

#### 1-205 Definitions

The definitions provided in this section shall control the interpretation of the defined words when used in this Charter unless the context clearly indicates otherwise. (12/3/2024)

AGENCY means any board, commission, department, division, office or other organization of City government and includes any elective officer, appointee, or person acting or purporting to act in the exercise of official duties.

AGENCY OF THE EXECUTIVE BRANCH means those instrumentalities of government under the direction of the Mayor in Article 4 of this Charter and does not refer to any elected officer.

BOARD means a group of persons organized for governmental purpose and includes commissions and committees.

DEFAULT TO THE CITY means the omission or failure to timely perform a legal or contractual duty owed to the City of Lansing. This includes, but is not limited to, failure to pay any monetary obligation, including taxes, fees, or fines. Default to the City includes failure to pay property taxes for property located in the City, regardless whether the tax liability is owed to the City or the County. (1/7/2025)

ELECTORS means persons registered to vote in the City. Percentages of electors shall be determined as of the most recent election.

FRANCHISE means the grant of a right by the City pursuant to law. The Board of Water and Light as a permanent agency of Lansing City Government is not the recipient of a franchise of the City of Lansing.

INQUIRY means a request for information. There is no intention in this Charter to distinguish between inquiries made by City officials and inquiries made by private citizens.

LAW refers to principles of conduct, which must be obeyed. There is no intention in this Charter to distinguish among those jurisdictions with power to declare the law unless specific reference is made to federal law, state law or local law. There is no intention to limit the meaning of LAW to those laws in effect on the effective date of the Charter.

MEMBERS ELECT means that all seats are counted in determining an ordinary or extraordinary majority.

MEMBERS PRESENT means that neither vacant seats nor seats of absent members are counted in determining an ordinary or extraordinary majority.

MEMBERS SERVING means that seats of absent members are counted in determining an ordinary or extraordinary majority, but vacant seats are not counted.

OFFICER includes, but is not limited to, the elected officials of the City, the members of boards and commissions, and their executive staffs, all heads of departments and divisions. (12/17/2024)

ORDINANCE means a local law enacted by the legislative body of the City of Lansing either prior to the effective date of this Charter or subsequently.

PERSON means a human being regarded as an individual and artificial entities recognized as persons by state law. ~~means both men and women and artificial entities, recognized as persons by state law.~~ (11/26/24)

PUBLISH means making something public in the manner stated in or authorized by this Charter or law, or if no direction is given in this Charter, by posting to the City's website and by any means determined by the City to achieve widespread dissemination to the general public in the City to inform on matters of municipal concerns. ~~PUBLISH means making something public in the manner stated in~~

~~or authorized by this Charter, or if no direction is given in this Charter, in one or more newspapers circulated in the City or by posting on the official bulletin boards of the City. (12/17/2024)~~

SECTION means the basic unit of this Charter. RELATED SECTIONS are grouped into CHAPTERS. RELATED CHAPTERS are grouped into nine ARTICLES. (12/3/2024)

STATUTE means a Public Act of the State of Michigan as it exists at the time the provision containing the word STATUTE is to be applied.

VOTERS means ELECTORS. (12/17/2024)

## Chapter 3 RIGHTS OF PUBLIC (12/17/2024)

### 1-301 City Records To Be Public

.1 All records of the City shall be public, in accordance with State law, and shall be kept in City offices, except when required for official reasons to be elsewhere, ~~and shall be available for inspection during regular business hours and shall be available pursuant to law. (12/3/2024)~~

.2 No person shall dispose of, mutilate, or destroy any records of the City, except as provided by law.

### 1-302 Non-Discrimination And Civil Rights

~~.1 It is the intent of the City that no person or group be denied the equal protection of the laws; nor shall any person be denied the enjoyment of their civil rights or be discriminated against because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity or expression, pregnancy, breastfeeding a child or expressing human milk, veteran status, medical condition including genetic characteristics, HIV status, source of income, ancestry, student status, housing status, political affiliation or belief, service in armed forces in sovereign nations, linguistic characteristics such as accent or limited English, English proficiency, or other characteristic as defined by law, or any other basis prohibited by law, including any additional protections identified by law, as all forms of discrimination adversely affect Lansing citizens and the quality of life and opportunities available to all people. In the exercise of its powers or in the performance of its duties the City and all of its agencies shall ensure that no person or group engaged in the conduct of official business or seeking to do business with the City is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose, and shall take whatever action is necessary to accomplish this purpose. (11/26/2024)~~

.2 The City and all its agencies shall ensure that the civil and constitutional rights of all persons are not denied or abridged.

~~.3 The City shall take such action, and shall adopt such ordinances, as shall be necessary to accomplish the purpose of this section. (11/26/24)~~

Chapter 4. GOVERNMENTAL COOPERATION (approved as presented 11/26/24)

1-401 Intergovernmental Cooperation

.1 The City shall, whenever it is feasible and beneficial, adopt a cooperative intergovernmental approach to the solution of urban problems. For this purpose the City shall have the power to join with any unit of government whether local, state or federal, or with any number or combination thereof, by contract or otherwise, as may be permitted by law, in the financing, ownership, operation or performance, jointly or by one or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately.

.2 The City may participate in organizations, both governmental and non-governmental in or beyond the corporate limits of the City. The participation of the City in those organizations is not subject to the limitations of this Charter. The City shall endeavor to secure the application of the principle of one person, one vote in any regional body. The City appointees to such organization shall file a report on their activities with the Mayor and City Council at least once a year.

1-402 Intergovernmental Services And Agreements

.1 In addition to other services the City shall have the authority to extend police and fire protection to property owned by any unit of government.

.2 The City may enter into any agreement or contract with any unit of government providing for the availability of police or fire services or for the compensation of the City for police or fire services.

1-403 Judiciary

Judicial authority shall be organized and exercised pursuant to State law.

Chapter 5 PENALTIES

1-501 Penalties For Violation Of Charter

Any person found guilty of an act constituting a violation of this Charter may be punished by a fine not exceeding five hundred dollars or by imprisonment for not to exceed 90 days, or both, in the discretion of the court. This section shall not operate to limit or prejudice the power to remove officers or discharge employees as provided in this Charter.

# ARTICLE 2 – OFFICERS AND ELECTIONS

## Chapter 1. OFFICERS

### 2-101 Elective Officers

.1 The elective officers shall be the Mayor, ~~eight~~seven members of the City Council and the City Clerk. (02/18/2025)

~~.2 Term of Office. The term of every elective city officer is four (4) years and commences at noon on the first (1st) day of January after the regular city general election. (12/17/2024) Each officer shall have a term of four years terminating at 12 Noon on January first and shall serve until the election and qualification of a successor.~~

~~.3 In 2027, there will be four (4) vacancies upon the council to be filled. The four (4) qualified candidates receiving the highest number of votes shall be elected to a term of office of two (2) years. Beginning in 2029, each councilperson shall be elected to a four-year term. The terms of office of the Council Members shall be staggered so that two City Council Members elected from wards shall stand for elections every two years and two City Council Members elected at large shall stand for election every two years(12/17/2024).~~

### 2-102 Qualifications For Elective Office

~~A person seeking elective office must be a citizen of the United States, a resident, and a qualified and registered voter of the City of Lansing for one (1) year by the deadline for filing for office, and retain that status throughout their tenure in any such elective office. In addition, a ward Council Member shall be a resident of the ward from which elected or chosen for one (1) year by the deadline for filing for office, and retain that status throughout their tenure as a ward Council Member Every city official holding elective office shall be a registered elector in the City of Lansing and shall have been a resident of the city for one year prior to taking office. A ward Council Member shall be a resident of the ward from which elected or chosen. (12/17/2024)~~

### 2-103 Ineligibility For Office

~~.1 A person is ineligible for election or appointment as any elective officer and ineligible to hold an employment position within the City that is policy-making or that has discretionary authority over public assets if, within the immediately preceding 20 years, the person was convicted of a felony involving dishonesty, deceit, fraud, or a breach of the public trust and the conviction was related to the person's official capacity while the person was holding any elective office or position of employment in local, state, or federal government. Any person who has been convicted of either a violation of the election laws of this City, this State or the United States of America or a violation of a public trust or any felony shall not be eligible to hold any City office for a period of 20 years from the date of the conviction. (11/12/2024)~~

~~.2 No person who is in default to the City shall be eligible to hold any City office, unless such default is eliminated within 15 days after written notice thereof by the City Clerk. No person seeking elective office shall be in default to the City at the time such person files for office or any time thereafter during~~

the person's candidacy or term of office. Any officer in default to the City during the term of office is subject to forfeiture or dismissal. The City shall develop, through ordinance, such procedures to ensure that the provisions of this section continue to be met during an officer's term in office. (02/04/2025):

.3 A person who holds or has held any elective City office shall not be eligible for appointment to a non-elective office or employment for which compensation is paid by or through any agency of the City until the person has been out of office for one year.

### 2-104 Compensation Of Officers (maintain this language 04/01/2025)

.1 The City shall, by ordinance, determine the compensation or the procedure for determining the compensation of all officers and employees of the City.

.2 The elected officers compensation commission previously created by ordinance may continue to determine the compensation of all elected officials after the effective date of this Charter. The compensation commission ordinance shall be amended to provide a procedure for calling the compensation commission together at a time to be determined by the City Council.

.3 The City may, by ordinance, at any time alter any procedure for determining compensation of any officers or employees.

### 2-105 Bonds Of Officers

.1 All officers and employees who receive, distribute or are responsible for City funds, shall be bonded in the sum determined by the City Council. (05/27/2025)

.2 The City Council may require bonds from other officers and employees. (05/27/2025)

.3 All bonds shall be approved by the City Attorney and filed with the City Clerk. (05/27/2025)

### 2-106 Oath Of Office

Every elective officer and every appointee before entering on official duties shall take and subscribe the following oath: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the office of \_\_\_\_\_, according to the best of my ability," and shall file that oath, duly certified by the officer before whom it was taken, in the office of the City Clerk. (05/27/2025)

## Chapter 2. ELECTION OF OFFICERS

### 2-201 Time Of Elections

The primary and general elections for all City offices shall be at the time provided by State law. (05/27/2025)

### 2-202 Non-Partisan Ballot

The Clerk shall prepare ballots which shall conform to the provisions of law. No party vignette or emblem or other designation shall appear on the ballot in regard to City officers.

## 2-203 Wards

- .1 The City of Lansing shall be divided into ~~four~~five wards, from each of which a member of the City Council shall be nominated and elected. [\(02/18/2025\)](#)
- .2 Each ward shall have the same boundaries as shall exist on the effective date of this Charter until changed in accord with law. [\(05/27/2025\)](#)
- .3 The Election Commission shall revise the boundaries of the wards within 60 days after the figures from the Federal decennial census becomes available. The City Council shall approve and file the apportionment plan in accord with state law. New ward boundaries created within 120 days of a City primary election shall become effective after the general election. [\(05/27/2025\)](#)
- .4 The Election Commission shall, to the greatest extent possible, establish wards that are compact, contiguous and of equal population.- [\(05/27/2025\)](#)

## 2-204 Method Of Nomination

- .1 The method of nomination for all elective offices in the City shall be by petition, or by a candidate submitting a filing fee. A primary election shall be held on those occasions when the number of persons submitting valid nominating petitions or filing fees exceeds twice the number of positions to be filled in the office. [\(05/27/2025\)](#)
- .2 Nominating petitions submitted by candidates for offices to be filled by voters of a ward shall be signed by at least one hundred (100), but no more than one hundred fifty (150), of the persons registered to vote in the ward in which the election is to be held. [\(05/27/2025\)](#)
- .3 Nominating petitions submitted by candidates for offices to, be filled by the voters of the City at large shall be signed by at least four hundred (400), but no more than six hundred (600), of the registered electors of the City. [\(05/27/2025\)](#)
- .4 In lieu of submitting nominating petitions, a candidate may nominate himself or herself for City office by submitting a filing fee of one hundred dollars (\$100.00). The filing fee shall be nonrefundable. (maintain filing fee 12/3/24) [\(05/27/2025\)](#)
- .5 The City Clerk shall assist members of the public by providing information regarding the requirements for candidacy, and in the preparation of petitions. [\(05/27/2025\)](#)
- .6 Neither nominating petitions, nor filing fees shall be accepted unless accompanied by an affidavit sworn to or affirmed by the candidate, stating that the candidate possesses the legal qualifications for the office and requesting that the candidate's name be printed on the ballot. [\(05/27/2025\)](#)

## 2-205 Election Commission

- .1 The conduct of City elections shall be the responsibility of the Election Commission consisting of the City Clerk, the City Attorney and the Assessor. The City Clerk shall preside. [\(05/27/2025\)](#)
- .2 The Election Commission shall prescribe the procedures to be followed in the conduct of City elections in accord with state law. [\(05/27/2025\)](#)

## 2-206 State Law To Apply

The general election laws of the state as supplemented by the provisions of this Charter and relevant ordinances shall apply to the qualifications and registration of voters, the filing for office by candidates, and the conduct and canvass of City elections. [\(05/27/2025\)](#)

## Chapter 3 VACANCIES

### 2-301 Absence From Office

Whenever an elective officer of the City has failed to perform the duties of the office for 360 consecutive days or more, the Council shall vote to excuse or not to excuse the inability at each Council meeting until the officer resumes the duties of the office. If the Council does not excuse the inability at any meeting, after the 360 days have lapsed, the office shall be forfeited at the close of the meeting. [\(05/27/2025\)](#)

### 2-302 Forfeiture And Removal For Cause

.1 The City Council shall declare the forfeiture of the office of any elective officer or appointee and may remove for cause any person elected or appointed to an office for a fixed term. In every case there shall be a public hearing before the City Council with notice published in the same manner as notices of proposed ordinances. A Council member charged with conduct constituting grounds for forfeiture is permitted to attend and speak at the hearing may not participate in the hearing as a council member or vote on the resolution of the charge. [\(01/21/2025\)](#)

.2 The position of an elective City officer or an appointee shall be forfeited if he or she the officer:

- (a) lacks at any time any qualifications required by this Charter.
- (b) is convicted of a felony while holding the office or appointment.
- (c) violates a provision of this Charter punishable by forfeiture.

.3 Decisions made by the City Council under this section are not review-able reviewable by the Mayor but are subject to judicial review in a hearing de novo. Any resident of the City may petition an appropriate court to require the City Council to hold a public hearing on the forfeiture of an office if the City Council has unreasonably refused to proceed. [\(01/21/2025\)](#)

### 2-303 Filling Vacancies

.1 Whenever a vacancy occurs in the office of Mayor, the President of the City Council shall fill the office until January first following the earliest November general election at which a successor can be elected to fill the office for the rest of the term. If the Council President should decline to serve as Mayor, after receiving notice of the vacancy, the Council by a majority of Council members serving shall select one of its members to fill the office of Mayor. [\(05/27/2025\)](#)

.2 Whenever a vacancy exists in the office of the City Clerk or member of the City Council, the Council, by a majority vote of members serving, shall appoint a qualified person to fill the office until January first following the earliest November general election at which a successor can be elected to fill the office for the rest of the term. [\(05/27/2025\)](#)

.1 During the temporary absence of the Mayor from the City or the inability of the Mayor to perform the duties of the office, the President of the City Council shall be considered the temporary Mayor of the City for the purpose of performing statutory duties of the office. [\(05/27/2025\)](#)

.2 Whenever the City Council, by a vote of two-thirds of the members serving, declares that the temporary absence of the Mayor from the City or the inability of the Mayor to perform the duties of the office has created a need for administrative leadership and direction, the City Council may request the President of the City Council to assume the fulltime obligations of leadership under 4-102 for as long as the Council deems necessary or until the elected Mayor resumes the office whichever is the first to occur. [\(05/27/2025\)](#)

.3 If the President at any time declines to serve as Acting Mayor, the Council may designate another of its members to serve as Acting Mayor. [\(05/27/2025\)](#)

.4 Any appointment or removals by an Acting Mayor are subject to confirmation by the permanent Mayor. [\(05/27/2025\)](#)

.5 The Acting Mayor shall possess the veto power provided in this Charter but shall not vote while Acting Mayor.

.6 For purposes of this section, “temporary absence of the Mayor from the City or inability of the Mayor to perform the duties of office” shall mean such an absence, condition, sickness, or other cause that renders the Mayor incapable for the time being of performing the act that may be in question, which act must present such a necessity for immediate attention as to require it to be then executed. (12/17/2024)

## Chapter 4. BALLOT ISSUES

### 2-401 Recall

Any official holding an elective office may be recalled and the office be filled in the manner provided by law. Any official holding an elective office may be recalled and the vacancy created be filled in the manner provided by law. (12/17/2024)

### 2-402 Initiative And Referendum

The people reserve to themselves the power to propose ordinances and to enact and reject ordinances, called the initiative, and the power to approve or reject ordinances enacted by the City Council, called the referendum. [\(05/27/2025\)](#)

### 2-403 Petitions For Initiative And Referendum

.1 Initiative and referendum petitions must be signed by a number of City electors equivalent to at least 5 percent of registered electors of the City.

.2 Petitions shall set forth in full the measure to be initiated or referred. The circulators may submit the petitions to the City Attorney for approval as to form before circulating, but they are not required to do so. [\(05/27/2025\)](#)

.3 Signers of petitions shall be registered electors of the City. Each shall sign his or her name indelibly and shall indicate his or her residence and the date of signing. Each petition shall contain a sworn affidavit of the circulator stating that each signature is, to the knowledge of the circulator, the

genuine signature of a registered elector and the person whose name it purports to be; and that it was affixed in the presence of the circulator.

.4 Signatures obtained more than ~~90 days one year~~ before the petition is filed with the Clerk shall not be counted.

.5 The City Clerk shall, within ~~1545~~ days, canvass the signatures and shall present the petition, if found sufficient and proper, to the City Council at its next regular meeting.

.6 If the City Clerk determines the petition lacks sufficient signatures or is otherwise improper, the City Clerk shall forthwith notify the person filing such petition by regular mail of the deficiency and 10 days shall be allowed for filing supplemental petition papers. [\(5/27/2025\)](#)

## 2-404 Suspension Of Referred Ordinance

A referendum petition must be filed with the City Clerk within 30 days after the enactment of an ordinance. The filing of a referendum petition containing signatures equal to the required amount will delay or suspend the operation of the ordinance until the City Clerk has made a report that the petition does not contain a sufficient number of valid signatures or, if the City Clerk finds the petition to be sufficient, until final determination by the voters. [\(05/27/2025\)](#)

## 2-405 Council Action On Petitions

.1 Upon receiving an initiative or referendum petition from the City Clerk, the City Council shall within 30 days either:

(a) if it is an initiative petition

- (1) adopt the ordinance as submitted in the petition, or
- (2) direct the submission of the proposal to the electors; or

(b) if it is a referendum petition,

- (1) repeal the ordinance to which the petition refers, or
- (2) direct the submission of the proposal to the electors.

.2 Submission to the voters shall take place at the next regular election, or at a special election held prior to the next regular election. [\(05/27/2025\)](#)

## 2-406 Special Elections

.1 Special City elections shall be held when called by resolution of the City Council at least ~~50-90~~ days in advance of the election, or ~~when longer as otherwise~~ required by this Charter or state law. Any resolution calling a special election shall set forth the purpose of such election.

.2 Special elections to fill vacancies shall be called at least 90 days before the general election, ~~or longer as otherwise required by state law~~. A special primary election shall be held at least ~~25-45~~ days before the special general election. [\(01/07/2025\)](#)

.3 Any election to fill a vacancy in an elective City office shall be held on election day in November and shall be preceded by a primary election. No general election to fill a vacancy may be held unless the vacancy occurred at least six months prior to the general election.

.4 Whenever a vacancy in the office of Mayor, City Clerk or City Council exists for 30 days and the City Council has failed to fill the vacancy, the Election Commission shall schedule a special election to fill the vacancies at the earliest possible time. The date of the election shall not be subject to the provisions of Section 2-406.3. [\(05/27/2025\)](#)

The City Council may, on its own motion, by a majority vote of of Council members serving five City Council members, submit to the voters any proposed ordinances or any proposal for the repeal or amendment of an ordinance in the manner and with the effect in this Chapter for submission of proposals initiated by petition. [\(05/27/2025\)](#)

## 2-408 Determining Result Of Election

- .1 Except as otherwise required by law, the result of any initiative or referendum election shall be determined by a majority of the voters voting on the question.
- .2 If two or more inconsistent initiative or referendum measures are submitted to the voters at the same election, the measure receiving the highest number of affirmative votes shall prevail to the extent of their inconsistency. [\(05/27/2025\)](#)

## 2-409 Amendment, Repeal And Reenactment

- .1 An ordinance adopted by the voters through initiative proceedings may not be amended or repealed by the City Council for a period of two years after the date of the election at which it was adopted.
- .2 An ordinance nullified by the voters through referendum proceedings may not be re-enacted by the City Council for a period of two years after the election at which it was nullified. [\(05/27/2025\)](#)

## 2-410 Charter Revision Question

- .1 The question of whether there shall be a general revision of the City Charter may be submitted to the voters in the manner provided by law.
- .2 When the question of having a general revision of this Charter shall be submitted to the voters as required pursuant to subsection .1, the charter commission shall be selected at the same election at which the proposition to revise is submitted; the selection shall be void if the proposition to revise is not adopted.
- .3 No city officer or employee, whether elected or appointed, shall be eligible to a place on the commission. (12/17/2024) (05/27/2025)

~~The question of whether there shall be a general revision of the City Charter shall be submitted to the voters of the City of Lansing at the November general election held in 1987 and every 12 years thereafter and may be submitted at other times in the manner provided by law.~~

## 2-411 Charter Amendments

- .1 This Charter may be amended by a majority vote of the electors in the manner provided by statute.
- .2 Petitions for Charter amendments may be submitted to the City Attorney for approval as to form in the same manner as petitions for initiative and referendum.
- .3 If two or more amendments adopted at the election have inconsistent provisions, the amendment receiving the largest affirmative vote shall prevail to the extent of their inconsistency. [\(05/27/2025\)](#)

## ARTICLE 3 – LEGISLATIVE BRANCH

### Chapter 1. STRUCTURE

#### 3-101 City Council

The legislative power of the City is vested in the City Council. The City Council shall have the powers and duties provided by law or this Charter.

#### 3-102 Organization Of Council

.1 The City Council shall meet and organize each year at its first regularly scheduled meeting in January.

.2 At its annual organizational meeting the City Council shall select from its members a presiding officer and a person to act in the absence of the presiding officer. They shall be known as the Council President and the Council Vice-President, respectively, and each shall serve a one year term.

.3 The City Clerk shall preside until the City Council has chosen a Council President. Thereafter, the Council President shall preside at all formal sessions of the City Council when present.

.4 The Council may establish special or ad hoc committees limited in time and purpose.

.5 The Council may also establish such other committees as it may deem appropriate. For the performance of its legislative responsibilities, standing committees may be established. No standing committee shall be administrative in nature, nor shall it parallel the administrative structure of City government.

.6 The Chairperson and members of each committee established by Council shall be named by the Council President not later than the next regular City Council meeting after the establishment of the committee.

.7 The City Council may, at any of its Meetings deliberate as a committee of the whole.

#### 3-103 Rules

.1 The Council shall by resolution adopt rules of procedure for the orderly conduct of its meetings.

.2 The rules shall direct the City Clerk to prepare the agenda for the Council meetings and make it public in the manner set forth in the rules.

.3 The rules shall provide that there shall be a time on the agenda of each Council meeting for a report from the Mayor and a time for the Mayor or a representative of the Mayor to respond to questions.

.4 The rules shall provide a reasonable opportunity for members of the public to be heard at Council meetings.

#### 3-104 Maintenance Of Order

The City Council shall have the authority to maintain order at meetings of the Council and its committees, and shall have the assistance of City police whenever the Council deems it necessary.

## Chapter 2. MEETINGS OF COUNCIL

### 3-201 Meetings

- .1 The City Council shall meet at least 26 times each year, at such times and places as shall be stated in the Council rules. The public shall have a reasonable opportunity to be heard.
- .2 Meetings of the City Council shall be open to the public except in those limited instances where State law authorizes closed meetings.
- .3 Notices of all meetings of the City Council shall be posted at City Hall and such other locations considered appropriate by the Council and shall set forth the topics of business to be discussed, the dates, times and locations of the meetings.

### 3-202 Special Meetings

- .1 Special meetings of the Council shall be held at the call of the Clerk upon the written request of the Mayor or any two members of the Council.
- .2 At least 18 hours before the meeting, the clerk shall give public notice of the meeting; ~~and shall cause each Council member to be personally notified; and shall verify receipt of notification by each Council Member. (01/07/2025) served personally with a notice of the meeting or shall cause the notice to be left at the usual place of residence of the Council member.~~
- .3 No business shall be transacted at any special meeting of the Council except that stated in the notice of the meeting.

### 3-203 Quorum

~~A majority of the number of Council members elected (01/21/2025) shall be a quorum for the transaction of business at all of its meetings. In the absence of a quorum, any number less than a quorum may recess or adjourn any meeting or hearing to a later time. (01/07/2025) Five members of the Council shall be a quorum for the transaction of business at all of its meetings. In the absence of a quorum, any number less than a quorum may recess any meeting or hearing to a later time.~~

### 3-204 Attendance At Meetings

- .1 The City Council may compel the attendance of absent members at a duly called meeting by a majority vote of the Council members present whether or not quorum is present.
- .2 The City Council may by ordinance provide penalties for non-attendance, including the penalty of forfeiture of office.

### 3-205 Voting

- .1 An action of the Council shall become effective with an affirmative vote ~~of five~~ a majority of the number of Council members ~~voting~~ elected, except as otherwise provided by this Charter for the filling of vacancies and resolving a conflict of interest of a Council member. A vote of two-thirds of the Council shall require an affirmative vote of two-thirds of the number of members elected. If there are one or more vacancies existing on the Council and a vote of two-thirds of the Council members serving is required, an affirmative vote of two-thirds of the Council members serving shall be sufficient to adopt. ~~A vote of two-thirds of the Council members serving shall require the affirmative vote of six of the eight serving Council members. If there are one or more vacancies existing on the Council and a~~

~~vote of two-thirds of the Council members serving is required, an affirmative vote of five Council members shall be sufficient to adopt. (01/21/2025)~~

.2 Each member of the Council shall vote on each question before the Council for a determination, unless excused there from by the affirmative vote of two-thirds of the members serving, except that no member shall vote on any question upon which that member has a conflict of interest or a financial interest other than as a citizen of the City. If a conflict of interest question is raised under this section at any Council meeting, such question shall be determined by a majority of those Council members present and qualified to vote before the main question shall be voted on, but the Council member affected shall not vote on such determination.

.3 The affirmative and negative votes shall be taken and recorded on all ordinances, and whenever requested by one or more Council members, on any other matter.

### 3-206 Investigations

.1 The City Council may make investigations into the affairs of the City and the conduct of any City agency.

.2 The City Council may subpoena witnesses, administer oaths, take testimony and require the production of evidence in any matter pending before it.

.3 To enforce a subpoena or order for production of evidence or to impose any penalty prescribed for failure to obey a subpoena or order, the City Council shall apply to the appropriate court. (05/20/2025)

### 3-207 Rights And Responsibilities Of Council Members

.1 Members of the City Council shall have all of the rights appropriate to city legislators as established by this Charter or by statute, including the right to make inquiries of City officers and employees and receive specific information in response. (05/20/2025)

.2 The responsibilities and activities shall be to establish policy of the City and shall be legislative in nature.

.3 Except as may otherwise be provided by law or this Charter, the administrative activities of the City Council and its members shall be limited to its own staff and they shall give no direct orders to any other city officer or employee.

.4 In addition to the training requirements set forth in Section 5-105.12, members of City Council shall undergo training on drafting ordinances and municipal finance which shall be completed within six months of taking office.

## Chapter 3. LEGISLATION

### 3-301 City Action Requiring An Ordinance

.1 In addition to other acts required by law or by specific provision of this Charter to be done by ordinance, those acts of the City shall be by ordinance which:

- (a) provide a penalty or establish a rule or regulation for violation of which a penalty is imposed;
- (b) provide for the levying and collecting of rents, tolls, excises and taxes, except for taxes levied in the annual appropriation resolution; or
- (c) amend or repeal any ordinance previously adopted.

.2 Other Council actions may be taken either by ordinance or resolution.

### 3-302 Introduction Of Ordinances

- .1 Every proposed ordinance shall be introduced in writing.
- .2 No ordinance may contain more than one subject, which shall be clearly stated in its title.
- .3 The enacting clause shall be "The City of Lansing ordains ....."
- .4 An ordinance which only amends the schedules related to the regulation of traffic and parking need not be republished in full. The sections to be amended of all other ordinances shall be re-enacted and published in their entirety clearly indicating the matter to be omitted and the matter to be added.
- .5 An ordinance which repeals an existing ordinance may state the number, title, a brief description of the ordinance and the reasons for the repeal without restating the text of the ordinance being repealed.
- .6 Objections to the form of an ordinance, which are raised for the first time after the effective date of the ordinance shall not invalidate the ordinance.

### 3-303 Public Hearing On Ordinance

- .1 Upon introduction of any ordinance, the City Clerk shall distribute a copy to each Council Member and to the Mayor. A reasonable number of copies shall be filed in the office of the City Clerk and such other public places as the City Council may designate.
- .2 Notice to the public of a public hearing on the consideration of the proposed ordinance shall be given by publication or in the manner determined by the City Council, and shall be published in accordance with this Charter.
- .3 The public hearing may be held not sooner than five days after the public has been provided notice of the hearing. The public hearing may be held separately or at a regular or special meeting of the City Council.
- .4 All interested persons shall have an opportunity to be heard.

### 3-304 Publication After Enactment

- .1 The City Clerk shall authenticate by signature and record all ordinances and resolutions in a properly indexed book kept for the purpose.
- .2 After enactment of any ordinance or resolution having the effect of law, the City Clerk shall have it published as soon as possible, in a newspaper of general circulation in the City together with a notice of its adoption.
- .3 No ordinance or emergency ordinance shall be effective until it has been published.
- .4 Every ordinance or resolution having the effect of law, and amendment to this Charter, shall be printed after enactment and ~~copies shall be distributed or sold to the public at reasonable prices to be fixed by the City Council~~ published in accordance with this Charter (05/20/2025).

### 3-305 Veto

- .1 Every ordinance and resolution passed by the City Council is subject to veto by the Mayor.
- .2 No ordinance or resolution of the City Council subject to review by the Mayor shall have any force or effect if the Mayor prepares and signs a notice in writing suspending the operation of such ordinance or resolution which sets forth reasons for the veto, and the notice is filed in the office of the

City Clerk before five o'clock on the afternoon of the ~~third-ninth~~ (12/17/2024) working day following the adoption of the ordinance or resolution.

.3 If a notice of veto is filed, the ordinance or resolution shall not become law without further affirmative vote of two-thirds of the Council members serving at a meeting held within ~~two-three~~ (12/17/2024) weeks of the notice of veto.

### 3-306 Effective Date Of Ordinance

.1 Every published ordinance shall become effective at 12:01 a.m. on the ~~1430~~th day after enactment or at any later date specified.

.2 The City Council may give immediate effect to any ordinance by an affirmative vote of two-thirds of the Council members serving whenever it finds that there is a public necessity for eliminating delay in making an ordinance effective. (01/07/2025)

### ~~3-307 Expiration Of Ordinances~~

~~.1 Every ordinance which creates a regulatory function, an agency of the City or provided for a service to be rendered to the public shall state that it shall expire on a specific date not more than ten years after the date of adoption.~~

~~.2 Six months prior to the expiration date of each such ordinance the Clerk shall notify the Council of the expiration date.~~

~~.3 Two months prior to the expiration date the Council shall take formal action, either to re-enact the ordinance, or by resolution, state its intent that the ordinance shall expire.~~

~~.4 The failure of the Clerk or Council to act shall not extend the life of any ordinance covered by this section(12/17/2024)~~

### ~~3-307~~8 Emergency Ordinances

.1 Emergency ordinances may be enacted to meet a public emergency affecting life, health, property or the public peace. However, an emergency ordinance may not levy taxes; grant, renew or extend a franchise; or regulate the rate charged by any public utility for its services.

.2 An emergency ordinance shall be introduced in the form and manner required for ordinances generally, except that it shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms.

.3 An emergency ordinance may be adopted and given immediate effect at the meeting at which it is introduced by an affirmative vote of two-thirds of Council Members present.

.4 No emergency ordinance shall be effective for more than 60 days.

### 3-30~~8~~9 Codification Of Ordinances

.1 As of the effective date of this charter, the Codified Ordinances in existence shall remain in effect. Within three years after the effective date of this Charter and at least every 10 years thereafter, the City Council shall provide for and adopt a codification of all City ordinances.

.2 ~~The codification~~Any future codification or re-codification shall be enacted by ordinance and shall be published promptly in loose leaf form, together with this Charter and commentary and any amendments, pertinent provisions of the State Constitution and other laws of Michigan, and other rules and regulations as the City Council may specify within the enacting ordinance.

.3 ~~This~~The compilation described in sub-sections .1 and .2 shall be known as the Lansing City Code and copies shall be: furnished to City officers, placed in libraries and public offices for free public reference, and made available for purchase by the public at a reasonable price fixed by the City Council.

~~.4 No less than once per year the Clerk shall cause the Codified Ordinances to be updated to reflect amended, added, or repealed City Ordinances. After publication of the first Lansing City Code under this Charter, the ordinances and Charter amendments shall be printed in a form suitable for integration with the Code currently in effect. (01/21/2025)~~

3-30910 Public Peace, Health And Safety

The City shall take such action, and adopt such ordinances, as shall be necessary to provide for the public peace and health and for the safety of persons and property within the City.

## Chapter 4 - INTERNAL AND EXTERNAL AUDITS

### 3-401 Internal Auditor (05/27/25)

~~.1 The City Council shall appoint a qualified person as the Internal Auditor.~~

~~3-401.2 The Internal Auditor shall be responsible to the City Council and may be removed by a majority of the City Council members serving. Office of the Independent Internal Auditor~~

.1 The Mayor shall prepare within 6 months, and the City Council shall adopt within 9 months of the effective date of this Charter an ordinance that establishes an Office of the Independent Internal Auditor. The purpose and focus of the Office of the Independent Auditor is to make audits of financial transactions and performance reviews of City operations and departments consistent with the City's risk-based audit plan to improve efficiency, effectiveness, and economy of processes and programs.

.2 The Office of the Independent Internal Auditor shall be an independent agency of the City. The Mayor and City Council shall not direct, supervise or interfere with the operations of the Office of the Independent Internal Auditor and its employees.

.3 The Office of the Independent Auditor shall be staffed by an Internal Auditor. The Internal Auditor shall be a Certified Public Accountant and certified as a Certified Internal Auditor by The Institute of Internal Auditors (IIA). The Internal Auditor:

(a) Shall be mutually appointed by the Mayor and by a vote of a majority of City Council members serving.

(b) May be suspended or removed by the Mayor or by a vote of two-thirds of the Council members serving. Notice of such action shall be filed with the City Clerk. A suspension or removal by the City Council is subject to veto by the Mayor as provided in Sec 3-305, except Sec 3-305.3 shall not apply. A suspension or removal by the Mayor is subject to veto by the City Council as provided in Sec. 4-401.5.

.4 The Internal Auditor shall appoint a Deputy who during the periods of the Internal Auditor's absence or temporary disability or when the position is vacant, shall exercise the powers and perform the duties of the Internal Auditor to the full extent permitted by law. The Deputy Internal Auditor shall be a Certified Public Accountant. The Deputy Internal Auditor shall serve at the pleasure of the Internal Auditor.

.5 The Internal Auditor may be authorized by the City to hire additional staff and independently contract with other entities, consistent with the City's hiring and procurement policies, to adequately perform the functions of the Office of the Independent Internal Auditor. The staff shall serve at the pleasure of the Internal Auditor.

### 3-402 Powers And Duties

.1 The Internal Auditor shall prepare an annual risk-based audit plan by July 1<sup>st</sup> of each fiscal year. The annual risk-based audit plan shall contain a list of recommended audits to be conducted during that fiscal year and shall focus on high-risk agencies and/or processes identified in the annual risk-based audit plan. Copies of the annual risk-based audit plan shall be delivered to the Mayor and City Council and placed on file with the City Clerk.

.2 By August 1<sup>st</sup> and February 1<sup>st</sup> of each fiscal year, the Mayor and City Council, after consultation with the Internal Auditor, shall mutually agree on which audits the Internal Auditor will conduct during the first half and second half of the fiscal year. The Internal Auditor shall conduct audits which include financial transactions, performance reviews and operations of City agencies identified in the annual risk-based audit plan. At the conclusion of each audit, the Internal Auditor shall make a full report to the Mayor and City Council and place it on file with the City Clerk.

.3 The Internal Auditor shall perform an annual financial analysis of all agencies not selected for audit in the current fiscal year and present the analysis to the Mayor and City Council and place it on file with the City Clerk.

.4 After the close of each fiscal year, the Internal Auditor shall make a report on the financial position of the City and present the report to the Mayor and City Council and place it on file with the City Clerk.

.5 The Internal Auditor may investigate the administration and operation of any City agency and report findings and recommendations to the Mayor and City Council and file each report with the City Clerk. The Internal Auditor shall have access to all financial records, human resource records, and other records of City agencies necessary to perform their functions. The Internal Auditor may subpoena witnesses, administer oaths, take testimony, and enter and inspect premises within the control of any agency during regular business hours.

.6 The Internal Auditor shall provide the Finance Director with all the information necessary in the preparation of the annual budget and capital improvement requests.

.7 The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing and paid for by the Board.

.8 The Internal Auditor shall have all other powers and duties as required by law or ordinance.

~~.1 The Internal Auditor shall devote full time to the services of the City and shall assist the City Council in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.~~

- ~~.2 The Internal Auditor shall make audits of financial transactions of all City agencies at least once every year or as otherwise directed by the City Council. The Internal Auditor shall have access to the financial and other records of all City agencies at any time.~~
- ~~.3 The Internal Auditor shall make a full report to the City Council of each individual audit and file a copy with the Mayor and City Clerk. The report shall include any or all of the following as directed by Council:~~
- ~~(a) An examination of financial transactions, accounts, contracts and reports, including an evaluation of compliance with applicable laws and regulations;~~
- ~~(b) a review of efficiency and economy in the use of resources with recommendations for improvement;~~
- ~~(c) a report as to whether desired results are effectively achieved in City programs, services and activities.~~
- ~~.4 As soon as possible after the close of each fiscal year, the Internal Auditor shall provide an analysis of the financial position of the City. The report shall be a public record.~~
- ~~.5 The Internal Auditor shall review the administration and performance of any City agency and report findings and recommendations to the City Council and file a copy with the Mayor and the Clerk.~~
- ~~.6 Whenever appropriate the Internal Auditor shall promptly make a report to the City Council on City agencies or any irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agency. A copy of each report on irregularities and erroneous accounting methods shall be referred to the Mayor.~~
- ~~.7 The Internal Auditor shall evaluate the Capital Improvement Plan.~~
- ~~.8 The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing by the Board.~~
- ~~.9 The Internal Auditor may be authorized by City Council to hire adequate staff to perform the internal auditing functions. The staff shall serve at the pleasure of the Internal Auditor.~~

### 3-403 Limitations

- .1 Except as otherwise provided in this Charter, the Internal Auditor shall not have any connection with any City agency, nor be custodian of any cash or securities belonging to the City other than the appropriation to the Office of the Independent Internal Auditor. ~~Except as otherwise provided in this Charter, the Internal Auditor shall not have any connection with any City agency, nor be custodian of any cash or securities belonging to the City. (05/27/2025)~~

### 3-404 External Audit

- .1 An independent audit shall be made of all accounts of the City government, including the Board of Water and Light, at the close of each fiscal year, and shall be completed by October 15th. Special independent audits may be made at any time that the Council may designate. All such audits shall be made by a Certified Public Accountant designated by the Council. The results of each such audit shall be made public in the shall be placed in the office of the Clerk for public inspection.
- .2 The External Auditor shall report on the activities and accounts of the Internal Auditor. [\(05/27/2025\)](#)

3-501 Council Staff

.1 The City Council may employ staff and contract for services as it may deem necessary to assist it in its functions.

.2 Persons appointed by the Council shall serve at the pleasure of the Council. [\(05/27/2025\)](#)

# ARTICLE 4 – EXECUTIVE BRANCH (maintain current form 10/22/24)

## Chapter 1. MAYOR

### 4-101 Mayor

The Mayor shall be the chief executive officer of the City of Lansing and shall devote full time to the service of the City. The Mayor shall exercise all of the powers and duties granted to the Mayor by law or this Charter.

### 4-102 Obligations Of Leadership

.1 The Mayor shall exercise supervision and coordination over the several departments of government, and see that the laws, ordinances, and regulations of the City are enforced and for that purpose, the Mayor shall be a conservator of the peace. The Mayor may exercise within the City the powers conferred upon sheriffs to suppress disorder and enforce the laws of the State and the ordinances and regulations of the City.

.2 The Mayor, or the ~~Executive Assistant~~Deputy to the Mayor, shall attend all regular and special meetings of the City Council to submit such reports and proposals to the City Council as are appropriate, and to respond to questions of the Council members and citizens.

.3 The Mayor shall recommend to the City Council ~~+~~(02/04/2025) from time to time, proposals for meeting the needs and addressing the problems of the City.

.4 Within one year of being sworn in, the Mayor shall present to the Council and public a written three-year strategic plan for the City of Lansing that provides a vision, goals and objectives, and how progress will be measured. The plan shall include 1) comprehensive data on and analysis of the city's current situation, including demographic and economic trends; environmental and health threats and trends; technological trends; regional factors and opportunities; education needs; land use and transportation; neighborhoods and housing, and the social landscape ; 2) active involvement of citizens, community organizations, local businesses, other government agencies, and internal staff from all levels and functions; 3) high-level strategic goals that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART); 4) detailed strategies and action plans for achieving the goals; and 5) a system for regularly measuring and reviewing progress and publicly reporting on the implementation of the plan. The Mayor shall report on the progress of creating and implementing the plan at the annual State of the City Address and in the annual budget presented to the City Council. (02/04/2025)

~~.54 No later than the last regular City Council meeting in January- March 1<sup>st</sup>~~ of each year, the Mayor shall present a state of the City report to the City Council and to the public, outlining the activities of each of the departments and agencies of the City, their existing programs and services and an analysis of their adequacy. The report shall contain the Mayor's observations on the effectiveness of the organization of the several departments and agencies of the City and any recommendations for reorganization to increase efficiency, effectiveness and economy of operation. The report shall also contain a summary of the financial conditions of the city. The report shall also outline and provide analysis of the transparency efforts of the Agency of the Executive Branch.

~~.65~~ The Mayor shall be responsible for the development and preparation of the budget.

~~.76~~ The Mayor shall respond to any Internal Auditor report on irregularities or erroneous accounting methods. Such response shall be made in writing to the City Council within 30 days of receipt and shall contain the Mayor's recommendations for the elimination or correction of the indicated irregularities or errors.

~~.87~~ The Mayor shall be responsible for the management of real property owned by the City in accord with Section 8-403 of this Charter.

~~.98~~ The Mayor shall make an annual report to the City Council which shall itemize all the interests in real property owned by the City. The report shall include the status of all parcels and an analysis and recommendation for the appropriate management and use of each. The report shall be presented to the City Council no later than the last regular City Council meeting of each year. (02/18/2025)

~~.910~~ The Mayor shall be responsible for enforcing anti-discrimination ordinances. The Mayor may also develop programs and initiatives that resolve disputes and foster mutual understanding among the residents of the community. (02/18/2025)~~reducing any unlawful discrimination and increasing mutual understanding among the residents of the community.~~

~~.110~~ The Mayor shall make an annual report on the initiatives and programs of the City that promote opportunity for all employees. Such report shall include, to the extent permitted by law, information concerning the demographics of city officers and employees, including promotions, hiring, and turnover, and demographics of persons holding contracts with the City.~~status of affirmative action programs of the City. (03/25/2025)~~

~~.124~~ The Mayor or their designee shall receive, investigate, and respond to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner. (5/20/2025)

~~.132~~ The Mayor may delegate any of the duties described in Sections 4-102.~~65~~, 4-102.~~78~~ (02/04/2025), 4-102.~~910~~ and 4-102.~~124~~ (02/18/2025) to another officer of the city by filing notice of specific delegation with the City Clerk.

## Chapter 2. EXECUTIVE STAFF

### 4-201 ~~Executive Assistant Deputy~~ To The Mayor (02/04/2025)

.1 The Mayor shall have a Deputy~~an Executive Assistant~~ who shall perform such duties and functions as may be required by this Charter or directed by the Mayor for the efficient operation of administrative services and functions.

.2 The Mayor may direct the ~~Executive Assistant~~Deputy to act on behalf of the Mayor with other officers of the City for the purpose of coordinating departments, the development of the budget, communication with City Council, and in carrying out the ordinances and policies of the City.

.3 The ~~Executive Assistant~~Deputy shall be appointed solely on the basis of the person's ability to exercise the powers and perform the duties conferred upon the ~~Executive Assistant~~Deputy pursuant to this Charter, or which may be assigned to the ~~Executive Assistant~~Deputy by the Mayor. This ability shall have been demonstrated by relevant executive or administrative experiences in a federal, state or municipal government or by equivalent experiences in a field other than government.

.4 The ~~Executive Assistant~~Deputy shall be appointed by the Mayor and shall serve at the pleasure of the Mayor.

#### 4-301 Organization Of Departments

.1 All departments, divisions of departments and agencies of the City in existence on the effective date of this Charter, whether created by the previous Charter or by ordinance, shall continue as if created by ordinance until changed in accordance with this Charter.

.2 The following agencies of the City shall have the power and duties described in this Charter:

(A) Board of Water and Light (Sections 5-201 to 5-207)

(B) Finance Department (Section 4-302)

(C) Fire Department (Section 4-303)

(D) ~~Law Department~~Office of the City Attorney (Section 4-304) (02/18/2025)

(E) Parks and Recreation Department (Section 4-305)

(F) Economic Development and Planning Department (Section 4-306) (02/18/2025)

(G) Police Department (Section 4-307)

(H) Public Service Department (Section 4-308)

.3 Other agencies of the City previously established by ordinance, or otherwise, shall continue in existence subject to reorganization in accord with this charter.

~~These include:~~

~~(1) Air Pollution~~

~~(2) Building Inspection and Safety~~

~~(3) Central Garage~~

~~(4) City Market~~

~~(5) Civic Center~~

~~(6) Community Development~~

~~(7) Data Processing~~

~~(8) Emergency Services~~

~~(9) Housing Commission~~

~~(10) Housing and Redevelopment~~

~~(11) Human Relations~~

~~(12) Human Resources~~

~~(13) Municipal Parking System~~

~~(14) Personnel~~

~~(15) Program Coordinator~~

~~(16) Property Management~~

~~(17) Purchasing~~

~~(18) Safety~~

~~(19) Traffic~~

~~(20) Weights and Measures~~ (02/04/2025)

.4 Except as otherwise provided by this Charter; services, agencies and instrumentalities of the City shall be organized as far as practicable according to their major purpose and function in order to provide service as efficiently, effectively and economically as possible.

.5 To the extent permitted by law, the City may, by ordinance, establish, abolish and reorganize departments, other than the Fire Department, Police Department and the Board of Water and Light.

.6 The Fire Department and Police Department may be assigned, by ordinance, additional duties compatible with the general purposes of the departments. The Board of Water and Light may be assigned added duties by agreement between the Board and the City Council. No agency of the executive branch shall have any administrative authority over the Board of Water and Light.

~~.7 The Mayor may prepare one or more executive reorganizational plans which, consistent with law and this Charter, provide for reorganization of one or more agencies of the executive branch, and assign authorized programs, services and activities to each agency. The Mayor shall submit an initial reorganizational plan not later than January 31, 1979. A reorganizational plan, as proposed by the Mayor, shall be submitted to the City Council and made public. The City Council shall study and conduct public hearings on the plan and may request the Mayor to make modifications in it. Ninety days after the submission of a plan to the City Council, the plan shall become effective and shall become operational as stated in the plan, with such modifications as are accepted by the Mayor, unless disapproved by a resolution adopted by two-thirds of the City Council members serving. (02/04/2025)~~

#### 4-302 Finance Department

.1 The Director of Finance shall be the administrative head of the Department of Finance and shall be responsible to the Mayor for the provision of financial services to the City in a manner consistent with the best practices therefore.

.2 The Department of Finance shall ~~be in charge of~~coordinate with the divisions of Accounting, Assessments, Budget Management, Income Tax, and Treasury. (03/25/2025)

#### 4-303 Fire Department

.1 The Fire Chief shall be the administrative head of the Fire Department and shall be responsible to the Mayor for the provision of its fire protection services, fire prevention services and such other services as may be assigned to it by the City. All services shall be rendered to the city in a manner consistent with the best standards and practices.

.2 The Fire Chief shall be appointed by the Mayor from candidates recommended by the Board of Fire Commissioners.

.3 The Mayor may suspend the Fire Chief and shall notify the Board of Fire Commissioners of the reasons for the suspension. The Board shall convene at the earliest opportunity after the suspension and shall determine, by a majority of the Board serving, whether the suspension shall continue. The Fire Chief may be removed by the Mayor only with the concurrence of a majority of the Board serving.

.4 Each member of the Fire Department shall, before entering upon the duties of the office or employment, take an oath of office similar to that required of other officers of the City. A copy of the oath shall be subscribed in the presence of the City Clerk and filed in the office of the City Clerk.

~~.5 The department shall maintain and operate ambulance services, advanced life support (ALS), and other lifesaving and emergency services necessary for the welfare of the residents of the city of Lansing. The Lansing Fire Department is designated as the primary provider of emergency medical services, ensuring the highest standards of care, as directed by the Council. (02/04/2025) The Department shall maintain and operate such ambulance, inhalator, and other life saving and~~

~~emergency services as the welfare of the inhabitants of the City may require and as the Council may direct.~~

4-304 ~~Law Department~~Office of the City Attorney (02/18/2025) (Additional sections adopted 5/27/2025)

.1 The City Attorney may be appointed by the Mayor and confirmed by the City Council. The City Attorney shall be the administrative head of the ~~Department of Law~~Office of the City Attorney and shall be responsible to the Mayor and the City Council to see that the legal affairs of the City are properly managed.

.2 The City Attorney shall be the prosecutor for the people of the City for all cases arising under this Charter and ordinances of the City and, when authorized to do so by law, cases arising under State law.

.3 The City Attorney shall advise the officers and agencies of the City, in writing, on matters relating to their official duties upon request,

.4 The City Attorney shall prepare or approve as to form, all bonds, contracts, ordinances and other written instruments in which the City is concerned.

.5 The City Attorney shall prosecute or defend all cases in which the City is a party or has a legal interest, and may upon request, and with City Council approval, represent any officer or employee of the City in any action or proceeding involving official duties.

.6 No agency, board or officer ~~may~~shall employ or retain special counsel in any matter relating to the affairs of the city without first securing the approval of such employment or retainer by the City Council. The City Council ~~shall~~ actmay approve such special counsel only after requestingreceiving the City Attorney’s written opinion on the matter.

.7 No civil litigation may be settled without the recommendation of the City Attorney and the consent of the City Council, except and to the extent that risks are covered by insurance.

.8 When the City Council has received the opinion or advice of the City Attorney on a matter and concludes that there is a conflict of interest between the City Council and another branch of City government, as determined by a two thirds majority vote of the City Council, the City Council has the authority to retain special legal counsel to represent the City Council in the matter. Such special counsel must be licensed to practice law in Michigan and shall not represent the City as a municipal corporation in any legal proceedings.

.9 The City Attorney may be suspended or removed by the Mayor or by a vote of two-thirds of Council members serving. Notice of such action shall be filed with the City Clerk. A suspension or removal by City Council is subject to veto by the Mayor as provided in Sec. 3-305, except Sec. 3-305.3 shall not apply. A suspension or removal by the mayor is subject to veto by the City Council as provided in Sec. 4-401.5

4-305 Parks And Recreation Department (adopted as presented 03/04/25)

.1 The Director of Parks and Recreation shall be the administrative head of the Department of Parks and Recreation and shall be responsible to the Mayor for the provisions of parks, recreation and leisure services of the City in a manner consistent with the best practices therefore.

.2 The Department of Parks and Recreation shall be in charge of those agencies and programs responsible for cemetery services and facilities, forestry, parks, and recreation.

4-306 Economic Development and Planning Department

- .1 The Director of Economic Development and Planning shall be the administrative head of the Department of Economic Development and Planning and shall be responsible to the Mayor for the planning activities of the City.
- .2 Any agency with the knowledge of the Director of Economic Development and Planning may undertake the study of any development matter within the scope of its duties,
- .3 The Department of Economic Development and Planning shall receive all reports concerning development matters and other information, which it requests.
- .4 The director shall, with the head of any agency involved, evaluate all reports and information received by the department in the light of the policies, programs and priorities of the adopted master plan.
- .5 The director shall be responsible for providing the Planning Board-Commission with staff and all information necessary for the Board-Commission to carry out its assigned duties under Sections 5-601 and 5-602 of this Charter. (03/04/2025)
- .6 The department shall administer and enforce the zoning ordinances of the City and prepare plans for the City and its various departments when such plans involve the character, location and extent of activities and facilities which impact on the social, physical and economic development of the City.

4-307 Police Department

- .1 The Chief of Police shall be the administrative head of the Police Department and shall be responsible to the Mayor for the provision of Police service to the City.
- .2 The Chief of Police shall be appointed by the Mayor from candidates recommended by in consultation with the Board of Police Commissioners, in consultation with the Board and subject to confirmation by a majority of the members of the Board of Police Commissioners serving. Candidates for the Chief of Police shall be licensed by the Michigan Commission on Law Enforcement Standards or shall possess comparable licensure from another state and agree to obtain licensure by the Michigan Commission on Law Enforcement standards following confirmation as the Chief of Police.
- .3 The Mayor may suspend the Chief of Police and shall notify the Board of Police Commissioners of the reasons for the suspension. The Board shall convene at the earliest opportunity after the suspension and shall determine, by a majority of the Board serving, whether the suspension shall continue. The Chief of Police may be removed by the Mayor only with the concurrence of a majority of the Board serving.
- .4 Each member of the Police Department shall, before entering upon the duties of the office or employment, take an oath of office similar to that required of other officers of the City. A copy of the oath shall be subscribed in the presence of the City Clerk and filed in the office of the City Clerk.
- .5 The police officers shall have and exercise all the immunities, privileges and powers of peace officers granted by law, for the preservation of quiet, good order and for the safety of persons and property. They shall possess and exercise the powers of arrest granted to peace officers by law, and shall promptly take any person who is arrested before the proper magistrate or court to be dealt with according to law. Violations of City ordinances shall be deemed to be misdemeanors for the purpose of establishing the power of police officers in making arrests.

.1 The Director of Public Service shall be the administrative head of the Department of Public Service and shall be responsible to the Mayor for the maintenance and operation of the public works and service facilities of the City in a manner consistent with the best practices therefore.

.2 The Department of Public Service shall be in charge of those agencies and programs responsible for the provision of construction, engineering, maintenance, sewage and waste disposal services and facilities, ~~and traffic, and sustainability, including environmental affairs activities and environmental justice within the City.~~

.3 Persons appointed to serve as Director of Public Service and City Engineer shall be registered Professional Engineers of the State of Michigan. (04/22/2025)

## Chapter 4 - DEPARTMENT AND AGENCY HEADS

### 4-401 Heads Of Departments

.1 The City Council shall adopt ordinances setting forth the qualifications for each head of a department, division or agency to be appointed by the Mayor. Such ordinances shall be adopted before any person may be considered for the position and no later than 30 days after the creation of a position. No amendment of an ordinance on qualifications shall affect the status of any person holding office at the time consideration of the amendment is commenced.

.2 Unless otherwise stated in this Charter, the Mayor shall appoint a qualified person as head of each City department.

.3 The head of each department may also serve as a head of an agency or division.

.4 The head of each department of the City shall be responsible to the Mayor for the administration of the department and shall, under direction of the Mayor, implement the policies, including affirmative pursuit of opportunity in hiring and promotion within the department in accordance with law~~action~~, as expressed in the ordinances and resolutions of the City Council. (03/25/2025)

.5 Unless otherwise stated in this Charter, every person appointed by the Mayor to an indefinite term may be suspended or removed by the Mayor. The Mayor shall file a notice of every suspension or removal with the City Clerk for delivery to the City Council. If the City Council determines by a vote of two-thirds of Council members serving within 30 days of the notice of its receipt of suspension or removal that the action was not in the best interest of the City, the person may, in the discretion of the City Council, be reinstated to office without loss of compensation.

### 4-402 Heads Of Agencies

.1 The head of an agency or division may also serve as the head of a department.

.2 The head of each agency or division within a department shall be appointed by the department head unless this Charter or an ordinance provides for appointment by the Mayor.

.3 Whenever an agency or division head is appointed by the Mayor, the appointment shall be subject to the provisions of Section 4-401 of this Charter.

.4 Notwithstanding the provisions of any ordinance, the Mayor shall appoint the Treasurer, the Assessor, and the ~~Chief Personnel officer~~Human Resources Director (03/04/2025).

#### 4-501 City Clerk.

- .1 The City Clerk shall be the administrative head of the Office of the City Clerk and shall be responsible to the people of the City of Lansing for the proper maintenance of the records of the City and for the orderly conduct of elections.
- .2 The City Clerk shall be the Clerk of the City Council and shall keep a printed journal in the English language of its proceedings. The City Clerk shall attend all meetings of the City Council.
- .3 The City Clerk shall be the custodian of all papers, documents, surety bonds and records which pertain to the City, the custody of which is not otherwise provided.
- .4 The signature of the City Clerk shall be the official certification for all ordinances, resolutions and other actions by the Council.
- .5 The City Clerk shall make the records of the City, including all Council actions, available to the public during regular business hours.
- .6 The City Clerk shall have custody of the City Seal and shall affix it to all documents requiring the seal and shall attest the documents and instruments.
- .7 The City Clerk shall have the power to administer any oath required for municipal purposes by law.
- .8 The office of the City Clerk shall have a supply of forms required to be filed with the City for any purpose either by the provisions of this Charter, by ordinance or by law.
- .9 The City Clerk shall be the chief elections officer of the City.

#### 4-502 Chief Deputy City Clerk (approved as presented 03/25/2025)

The City Clerk shall designate one member of the office of the City Clerk to be the Chief Deputy City Clerk who shall retain that designation at the pleasure of the City Clerk.

In the absence or disability of the City Clerk, or while the position is vacant pending action by the City Council, the Chief Deputy City Clerk shall exercise all powers and perform all of the duties of the City Clerk to the full extent permitted by law.

# ARTICLE 5 – BOARDS AND COMMISSIONS

## Chapter 1. GENERAL PROVISIONS FOR BOARDS

### 5-101 Citizen Involvement In Government

.1 The people of the City of Lansing have placed the basic responsibility for the management of this City in their elected officials. This Charter recognizes the important role that individual citizens play in reviewing and evaluating the needs of the City through the structure of boards and commissions. For this reason, boards, commissions and advisory committees shall be encouraged by the City of Lansing.

.2 Citizen involvement for the operation of the City shall be provided through three types of boards: an administrative board, review boards and advisory boards.

### 5-102 Types Of Boards

.1 The Board of Water and Light is an administrative board and has been delegated executive and policymaking responsibilities necessary to the proper operation of the agency.

.2 Review boards include those boards, which are not administrative or advisory and whose recommendations or decisions have legal significance. Examples of review boards are the Planning Board, Commission, the Board of Review and the Board of Zoning Appeals. The City may create review boards by ordinance.

.3 Advisory boards include boards, commissions and committees established by ordinance or this Charter and composed of citizens sharing the common goal of improving the general welfare through their advice and assistance to the elected and appointed full time City officials.

.4 The Board of Fire Commissioners and the Board of Police Commissioners shall act as advisory boards with the additional responsibilities described in this Charter.

.5 All other boards shall be advisory boards.

.6 The provisions of this Chapter shall not apply to the boards established for the purpose of managing employee retirement systems.

### 5-103 Appointment Of Board Members

.1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office, except that a felony conviction shall not render an individual ineligible for appointment or membership.

.2 Except as otherwise specifically provided in this Charter or State law, the Mayor shall appoint persons to all such boards, commissions and committees with the advice and consent of the Council. No such appointment shall be effective until the Council has confirmed it.

.3 The terms of the boards established in this Charter or by ordinance shall be four years commencing July 1, unless otherwise provided. [\(05/27/2025\)](#)

.4 The City Clerk shall report to the Mayor and Council, prior to the first Council meeting in March, a list of the terms on City Boards which shall end on June 30.

.5 The Mayor shall establish and make public a procedure, which will provide for receiving either applications or recommendations of individuals for membership on City boards, commissions or committees. The names of individuals seeking membership on City boards shall be public. The Council shall have access to the application and eligibility information of all individuals seeking membership on City boards. Individuals seeking reappointment to a board shall submit a new application. Consideration for reappointment may include the individual’s attendance, years of service, and the needs of the board. (05/27/2025)

.6 The Mayor shall file a list of appointments to the several boards prior to the first Council meeting in May of each year and the Council shall act on each appointment at or prior to its first meeting in June.

.7 Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed shall take office immediately upon the confirmation of the Council to serve for the remainder of the unexpired term. In the event a vacancy is not filled within 60 days after the occurrence of the vacancy, the Council shall appoint a committee of three of its members to act instead of the Mayor in the making of such appointments.

.8 Each Board established by this Charter shall be composed of eight members. ~~Four~~ Three members shall be from the City at-large and one member shall be appointed from each of the ~~four~~ five wards of the City in the following pattern:

(a) The First ward member shall have a term expiring in ~~1981-2029~~ and every four years thereafter.

(b) The Second ward member shall have a term expiring in ~~1982-2026~~ and every four years thereafter.

(c) The Third ward member shall have a term expiring in ~~1979-2027~~ and every four years thereafter.

(d) The Fourth ward member shall have a term expiring in ~~1980-2028~~ and every four years thereafter.

(e) The Fifth ward member shall have a term expiring in 2029 and every four years thereafter.

~~.9 The members~~ One member from the City at-large shall have a term expiring in 2026 and every four years thereafter. One member from the City at-large shall have a term expiring in 2027 and every four years thereafter. One member from the City at-large shall have a term expiring in 2028 and every four years thereafter ~~be appointed to staggered terms, at least one of which shall expire each year.~~ (04/01/2025)

.10 Appointments to each board, commission and committee shall be made with regard to the diversity of Lansing citizens, their variety of interests and the experience and expertise that each can contribute to the common good of the City.

.11 An ordinance creating a board, commission or committee may set forth a different size for the body or a different length of term for the members than required in this section if the Council finds that the change is appropriate.

.12 Members of all boards and commissions shall undergo training on laws, rules, and municipal matters relevant to the duties of the board served. At a minimum, all members shall complete training on the Michigan Constitution, the City Charter, the Open Meetings Act, the Home Rule Cities Act, the Ethics Ordinance, parliamentary procedure, and such general topics provided to City employees upon hire, including harassment, implicit bias, and privacy. Training shall be completed within six months of appointment.

~~.12 The Board of Water and Light Board Members shall include three non-voting advisory members representing utility customer communities outside the City of Lansing. Each non-voting advisory~~

~~member shall be a Board of Water and Light customer, shall reside in and be appointed by the governing body of the municipality. One member shall represent the City of East Lansing and shall serve a term of four (4) years commencing July 1. One member shall represent Delta Township and shall serve a term of four (4) years commencing July 1. One member shall be at-large and shall represent the remaining municipalities and shall serve a term of one (1) year commencing July 1. The at-large representative shall serve on a rotating annual basis and be appointed by the governing body of the following municipalities in succession: Meridian Township, Delhi Township, DeWitt Township and Lansing Township. Except as provided herein, Section 2-103, Section 5-105, or State law, the provisions of this Charter shall not apply to the non-voting advisory members of the Board of Water and Light.~~

## 5-104 Ineligibility For Boards

No person holding another City office or ~~activity~~ actively employed by the City shall be eligible to be a voting member on any board. [\(05/27/2025\)](#)

## 5-105 Organization Of Boards - Rules Of Procedure

- ~~.1 Each board shall organize itself for the conduct of its business and select its own officers, including a Secretary who shall take the minutes of the board meetings. (04/22/2025)~~
- .2 Each board shall adopt its own rules of procedure consistent with this Charter.
- .3 The rules shall state the schedule of the regular board meetings. The schedule shall not conflict with regular meetings of the City Council.
- .4 The rules shall require that public notice of all meetings shall be given in the manner provided by statute for meetings of public bodies. Notice shall also be posted to the City's website and by any means determined by the City to achieve widespread dissemination to the general public in the City to inform on matters of municipal concerns. (04/22/2025)
- .5 The rules shall require that the public have a reasonable opportunity to be heard at all regular meetings of the board.
- .6 All board meetings shall be required to be open to the public to the same extent as meetings of the City Council.
- .7 The rules shall define the extent to which nonattendance at meetings may be grounds for removal from office.
- .8 All rules of procedure shall be submitted to the City Attorney for approval as to form. The rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective at the conclusion of the next regularly scheduled Council meeting following the meeting in which they were received unless the Council directs otherwise. (4/22/2025)~~The rules shall be effective at the conclusion of the Council meetings at which they are received unless the Council directs otherwise.~~
- .9 The Council may object to the rules in whole or in part and may return them to the board proposing their adoption with a statement of its objections and recommendations.
- .10 The minutes of all board meetings; shall be filed in the office of the Clerk as a public record. Proposed meeting minutes shall be available for public inspection within 8 business days after the meeting. Approved minutes shall be available within 5 business days after approval. No official action

~~taken by any board at any meeting shall be valid or effective until a copy of the minutes at which the action was taken is filed with the Clerk. (04/29/2025)~~

~~.11 Members of advisory boards shall serve without compensation, but may be reimbursed for the actual and necessary expenses as authorized in the annual budget or as otherwise approved by City Council. (4/22/2025) but the City Council may authorize the payment of the actual and necessary expenses of board members.~~

~~.12 Members of all boards and commissions shall undergo training on laws, rules, and municipal matters relevant to the duties of the board served. At a minimum, all members shall complete training on the Michigan Constitution, the City Charter, the Open Meetings Act, the Home Rule Cities Act, the Ethics Ordinance, parliamentary procedure, and such general topics provided to City employees upon hire, including harassment, implicit bias, and privacy. Training shall be completed within six months of appointment.~~

## 5-106 Advisory Board Functions

.1 Each advisory Board shall at its regular meetings review the progress and planning of the head of the agency it serves to insure that all activities are in accordance with City policy. Each board may propose changes in agency operations for the purpose of making its program more effective.

.2 Proposed policies and programs or changes in existing policies or programs requiring Council action shall be submitted by an agency head to the appropriate advisory board prior to submission to the Mayor and Council for action. The advisory board's written recommendations concerning the proposals shall be submitted to the Mayor along with the agency's proposal. When the Mayor submits the proposal to the Council for action, the board's recommendations shall also be transmitted to the Council along with that of the Mayor.

.3 An agency's budget material, including capital improvement proposals, shall be submitted to the advisory board before submission to the Mayor and the board's written recommendations shall be submitted to the Mayor along with the agency's recommendations. The Mayor shall transmit the board's recommendations to the Council along with budget material for that agency.

.4 Each advisory board shall, prior to December 1, prepare a written report evaluating the effectiveness and analyzing the status and priorities for services and activities of the agency it advises. Copies thereof shall be filed with the Mayor, the Council and the Clerk.

.5 Each advisory board may develop its own proposals for new or altered policies and programs and transmit these to the Mayor and City Council.

.6 Each City officer who directs an agency or activity within the scope of an advisory board shall attend all of its meetings and supply necessary secretarial services.

## 5-107 Continuation Of Existing Boards

.1 All City Boards not established in this Charter and existing on the effective date of this Charter, whether established in the previous Charter or created by ordinance or resolution, shall continue as if created under ordinance with the status provided in this Charter.

.2 The terms of all persons serving on boards on the effective date of this Charter shall continue in accordance with law.

## 5-108 Limitation On Powers Of Boards

- .1 The Board of Water and Light shall exercise administrative, executive and policy-making authority over the operation of those City utility services assigned to it in accordance with the provisions of this Charter.
- .2 No other board, commission or committee shall exercise any administrative, appointive or policy making authority except as permitted by this Charter or required by State law.
- .3 Notwithstanding any other provision of this Charter, the Board of Water and Light shall be subject to the emergency powers provided the Mayor by city ordinance and state law and shall include administrative and executive authority.

## Chapter 2. BOARD OF WATER AND LIGHT (approved)

### 5-201 Board Of Water And Light

- .1 The Board of Water and Light, hereinafter known as the Board, shall have the full and exclusive management of the water, ~~chilled water, thermal energy, including~~ heat ~~or hot water and,~~ steam and electric services and such additional utility services of the City of Lansing as may be agreed upon by the Board and City Council. The board shall be responsible to the Mayor and the City Council for the provision of these services in a manner consistent with the best practices. (03/18/2025)
- .2 In addition to the training requirements set forth in Section 5-105.12, members of the Board of Water and Light shall undergo training consistent with that required of employees, as well as training related to governance of municipal utilities (05/20/2025)

### 5-202 ~~Director~~General Manager, Internal Auditor, Secretary

- .1 The Board shall appoint a ~~Director~~General Manager who shall be responsible to the Board for carrying out the duties assigned by the Board and shall serve at its pleasure.
- .2 The Board shall appoint an Internal Auditor who shall report directly to the Board. The Internal Auditor shall serve at the pleasure of the Board.
- .3 The Board shall appoint its own Secretary who shall be responsible to the Board and shall serve at its pleasure.
- .4 The General Manager or a designee shall hold a public meeting at least quarterly to interact with the public and ratepayers on the services provided by the Board. Notice for the meeting shall be published by posting to the Board's website and by any means determined by the Board to achieve widespread dissemination to the general public within the Board's service area to inform on matters of municipal concerns. (04/01/2025)

### 5-203 Powers Of The Board

- .1 The Board shall make all contracts pertaining to the conduct of the Board of Water and Light business and shall have the authority to settle litigation involving the Board of Water and Light.
- .2 The Board shall have the power to acquire property, both real and personal, and interests in property in the name of the City for purposes of the Board of Water and Light.
- .3 The Board shall have the power to sell real property and interests in real property not needed for the operation of the Board of Water and Light, subject to the approval of ~~six~~a 2/3 majority of City

Council Members elected and subject to the limitations on the sale of real property by the City contained in this Charter.

.4 The Board shall adopt policies and procedures to assure fairness in procuring personal property and services and disposing of personal property. These policies and procedures of the Board shall parallel the policies and procedures adopted by the Council for the purchase and sale of personal property and services unless the Board makes a specific finding that a City policy or procedure is not consistent with the best practices for public utility operation.

.5 The Board shall prepare and adopt its annual budget by June ~~1~~ of each year, and implement it with whatever modifications the Board may adopt from time to time. The budget and any amendments shall be filed with the City Clerk within 10 days after adoption.

.6 The Board shall submit to the Mayor, prior to October 1 of each year, its capital improvements plan for the next six years pursuant to Section 7-109.

.7 In the best interest of the City, the Board and other agencies of the City are encouraged to cooperate on projects deemed to be beneficial and to utilize each other's services.

.8 The Board of Water and Light may utilize the streets, alleys, bridges and other public places of the City for the furnishing of public utility services. In the exercise of this right, the Board of Water and Light shall furnish timely information about proposed uses to the officials of the City and to the agencies which will be most directly affected by the use.

.9 The Board may conduct whatever audits of Board of Water and Light activities it deems appropriate and shall be responsible for the cost of such audits. ~~compensate the City for the cost of that portion of the annual audit of the City which covers the Board of Water and Light.~~

.10 The Board may provide for the pensioning of any employee of the Board of Water and Light or the surviving spouse or dependent of any deceased employee.

.11 The Board, except as otherwise provided in this Charter, shall be responsible for and have authority over the compensation, benefits, bonding, conditions of employment, and labor management activities for all employees of the Board of Water and Light.

## 5-204 Withdrawal Of Funds

.1 The funds and revenues of the Board of Water and Light shall be deposited in the City Treasury ~~and shall be credited only to the funds and~~ accounts of the Board of Water and Light. ~~They shall not be withdrawn or used for any other purpose whatsoever.~~ The Board shall have and exercise full control over all of the funds of the Board of Water and Light ~~in the City Treasury.~~

.2 All warrants drawn for the payment of money under the authority of the Board shall be signed by the General Manager and countersigned by the Secretary of the Board ~~and countersigned by the City Controller.~~

.3 Whenever warrants are issued and there is no money for the payment of the warrant, the City Treasurer Board shall, upon presentation of the warrant, stamp the date of presentation on the face of the warrant, together with a statement that the warrant will bear interest thereafter at the rate of 6 percent per year. The interest shall cease after notice has been given to the holder, in the manner determined by the Board, that there is sufficient money of the Board of Water and Light on hand to pay the warrant with interest. Warrants of the Board of Water and Light are not general obligations of the City.

.4 The Council may provide by ordinance procedures for the disbursement of monies of the Board of Water and Light by check issued by the Secretary of the Board in accordance with the ordinance.

.5 Consistent with generally accepted practice in the municipal utility industry and in acknowledgement that the Board of Water and Light is a City owned public utility, which receives City services without cost and utilizes City property in the fulfillment of its purposes, the Board shall continue to be authorized to contribute payments to the City. All existing agreements for payments shall remain in full force and effect upon adoption of this Charter. Future agreements for payments shall be documented in writing, based on a formula and terms mutually acceptable to the City and Board and comply with this Charter and state law. In determining the formula, the City and Board shall consider the following factors, but not to the exclusion of other factors that may be or become relevant: the financial burden of the payment on the Board or its ratepayers, the financial burden of use of services and property on the City or its taxpayers, and any and all shared services or infrastructure. (4/15/2025)

### 5-205 Rates

.1 The Board may fix just and reasonable rates and other charges as it may deem advisable for services furnished by the Board of Water and Light.

.2. The Board shall conduct at least two public hearings at least 30-45 days prior to the effective date of any changes in rate structure. The public hearings shall be held at different times of say to maximize the opportunity for public attendance. At least 45-60 days before the first public hearing, the Board shall file with the City Clerk a statement explaining the new rates and charges together with a notice of the public hearings. Notice shall also be published by posting to the City's and the Board's website and by any means determined by the Board of Water and Light to achieve widespread dissemination to the general public within the Board's service area to inform on matters of municipal concern. (04/01/2025)~~Notice to the public shall be given in the same manner as is required for proposed ordinances.~~

### 5-206 Collection And Hearing Procedure

.1 Upon the request of the Board, the City Council shall provide by ordinance for the collection of unpaid charges for public utility services furnished by the Board of Water and Light and for the imposition and enforcement of liens upon property served by the Board of Water and Light.

.2 When any person fails or refuses to pay any sums due on utility bills, the service upon which the delinquency exists may be discontinued and suit may be brought for the collection of the money owed.

.3 The Board shall establish a procedure for the resolution of disputes between the Board of Water and Light and any of its customers concerning services or billing for services furnished in accordance with filed rates, rules and regulations, and established Board policies and procedures. The procedure shall incorporate the designation of an independent hearing officer. ~~The hearing officer shall report to the Board and the Mayor the results of each hearing conducted and shall make recommendations to the Board on any hearing, which has not been resolved. The Mayor may make recommendations to the Board on each unresolved hearing. The Board shall report its final action on any unresolved dispute, together with the hearing officer's report and recommendations to the Mayor and the City Council.~~

The Board shall not, unless approved by the affirmative vote of three - fifths of the electors voting thereon at a regular or special City election, sell, exchange, lease, or in any way dispose of any property, easement, equipment, privilege, or asset needed to continue the operation of the Board of Water and Light. The restrictions of this section shall not apply to the sale or exchange of articles of machinery or equipment of the Board of Water and Light, which are no longer useful or which are replaced by new machinery for the operation of the Board of Water and Light, or to the exchange of property or easements for other needed property or easements.

## Chapter 3. BOARD OF POLICE COMMISSIONERS

### 5-301 Duties

- .1 The Board of Police Commissioners, hereinafter known as the Board, is established pursuant to Article 5, Chapter I of this Charter and shall have all the powers, duties and responsibilities of advisory boards in addition to the following duties:
- .2 The Board shall establish administrative rules for the organization and overall administration of the department including promotional and training procedures in consultation with the Chief of Police and Mayor. These administrative rules shall not be effectuated in accordance with Section 5-105. 8 of this Charter but shall become effective upon filing with the City Clerk.
- .3 The Board shall approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of Police and the Mayor.
- .4 The Board in their rules shall establish a procedure for receiving and resolving any complaint concerning the operation of the department.
- .5 The Board shall review and approve the departmental budget before its submission to the Mayor.
- .6 The Board shall act as the final authority of the City in imposing or reviewing discipline of the department employees consistent with the terms of State law and applicable collective bargaining contracts.
- .7 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the department's activities during the previous year, including the handling of crime and complaints, if any, and proposals for future plans.

### 5-302 Investigatory Power

Whenever necessary to carry out its assigned duties, the Board of Police Commissioners shall have the same power to subpoena witnesses, administer oaths and require the production of evidence as the City Council.

## Chapter 4. BOARD OF FIRE COMMISSIONERS

### 5-401 Duties

- .1 The Board of Fire Commissioners, hereinafter known as the Board, is established pursuant to Article 5, Chapter 1, of this Charter and shall have all the powers duties and responsibilities of advisory boards in addition to the following duties.

- .2 The board shall establish administrative rules for the organization and overall administration of the Department, in consultation with the Chief of the Fire Department and the Mayor. These administrative rules shall not be effectuated in accordance with Section 5-105.8 of this Charter but shall become effective upon the filing with the City Clerk.
- .3 The Board shall approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of the Fire Department and the Mayor.
- .4 The Board, in their rules, shall establish a procedure for receiving and resolving any complaint concerning the operation of the department.
- .5 The Board shall review and approve the departmental budget before its submission to the Mayor.
- .6 The Board shall act as final authority of the City in imposing or reviewing discipline of the department employees consistent with the terms of the State law and applicable collective bargaining contracts.
- .7 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the department's activities during the previous year, including the handling of complaints, if any, and proposals for future plans.

## CHAPTER 5. BOARD OF ETHICS

### 5-501 Standards Of Conduct

- .1 The people of this City recognize that the continuation of the proper operation of the City requires that public officers and employees be independent, impartial and responsible to the people; that decisions and policy be made in the proper channels of governmental structure; that members of the public have access to information upon which decisions affecting their City are made; that public office and employment not be used for personal gain; that the integrity and operation of City government to be subject to scrutiny of the public; and that acts or actions not compatible with the best interests of the City be defined and prohibited.
- .2 In order to provide an orderly procedure for consideration and review of the issues, which may arise concerning questions of standards of conduct for public officers and employees, a Board of Ethics is created.

### 5-502 Membership

- .1 The Board of Ethics shall be a review board and shall consist of eight members; ~~four~~five members shall be appointed by the City Council, one from each city ward, and ~~four~~three shall be appointed by the Mayor. The City Attorney shall assist and advise the Board of Ethics and the City Clerk shall serve as Recording Secretary to the Board of Ethics and provide such administrative services to the Board of Ethics as may be necessary; however, neither shall be eligible for appointment as board members.
- .2 Of the members appointed to the initial Board of Ethics, the Mayor and the City Council shall each appoint members for a one-year, a two-year, a three year, and a four-year term. A member shall hold office until a member's successor is appointed. Thereafter each Mayoral-appointed member and each Council-appointed member shall serve for a term of four years. An appointment to fill a vacancy shall be made by the Mayor to fill a vacant Mayoral appointed member position and by the City Council to fill a vacant Council-appointed member position. Persons serving as members of the Board of Ethics

on the effective date of this section shall continue as members until the expiration of their original terms. [\(05/27/2025\)](#)

.3 Members of the Board of Ethics shall be residents of the City and shall hold no elected public office and no other City office or employment.

.4 The Board of Ethics shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of City Council. Special meetings may be held when called in the manner provided in the rules of the Board of Ethics. The Board of Ethics shall select its own presiding officer from among its members.

.5 If any issue before the Board of Ethics involves any member of the Board of Ethics, such member may not participate in Board of Ethics deliberations pertaining to the member's issue nor shall such involved member be eligible to vote on any actions concerning the issue.

.6 All City employees and elected or appointed officials of the City shall cooperate with any investigations by the Board of Ethics; such cooperation shall include the compilation and production of any information requested by the Board of Ethics during an investigation unless the information requested is exempt from disclosure under the applicable state law.

.7 If any issue before the Board of Ethics involves the office of the City Attorney, the Board of Ethics may engage the services of outside counsel upon terms and arrangements approved by City Council. [\(05/27/2025\)](#)

## 5-503 Duties

.1 At the request of a person, the Board of Ethics may render an informal opinion with respect to the prospective conduct of such person. An informal opinion need not be written and may be provided directly to the requestor of such opinion. All written opinions of the Board of Ethics shall be filed with the City Clerk and are open to public inspection. Written informal opinions shall be drafted in such a way as not to reveal information exempt from public disclosure under the applicable state law.

[\(05/27/2025\)](#)

.2 The Board of Ethics on its own initiative or upon request may render and publish a formal opinion on any matter within the scope of the Board of Ethics's authority which it may deem appropriate.

[\(05/27/2025\)](#)

.3 The Board of Ethics does not have the authority to reverse or modify a prior action of the Mayor, City Council, or an officer or employee of the City. If the Board of Ethics finds a prior action of the Mayor, Council, officer, or employee to have been ethically improper, the Board of Ethics may advise the appropriate party or parties that the action should be reconsidered. Upon such advice by the Board of Ethics, the action shall be reconsidered by the appropriate person or public body. If the Board of Ethics determines an existing City contract to be ethically improper, after such determination and advice from the Board of Ethics the City may void or seek termination of the contract if legally permissible. The Board of Ethics may refer a matter to the City Attorney for review and consideration for appropriate action. Upon completion of review and consideration, the City Attorney shall report its findings to the Board of Ethics. [\(05/27/2025\)](#)

.4 The Board of Ethics may recommend to the Council standards of conduct for officers and employees of the City and changes in the procedures related to the administration and enforcement of those standards. [\(05/27/2025\)](#)

.5 The Board of Ethics shall review, at least annually, any documents required to be filed under ordinances adopted by the City for the purpose of establishing standards of conduct for officers and employees. [\(05/27/2025\)](#)

.6 The Board of Ethics, when it deems it appropriate, may request the City Attorney's Office for assistance in compelling the production of documents and witnesses to assist the Board of Ethics in the conduct of any investigation. [\(05/27/2025\)](#)

~~.7 Within one year from the effective date of this section, T~~the City shall provide an ethics manual for the use of all City officers and employees. Such manual shall first be approved by the Board of Ethics before distribution. Each City officer and employee shall acknowledge receipt of said manual. [\(04/29/2025\)](#) [\(05/27/2025\)](#)

.8 Proceedings before the Board of Ethics are subject to the applicable state law regarding the conduct of public meetings. Records of the Board of Ethics shall be filed with the City Clerk and are available for public review as required by state law. [\(05/27/2025\)](#)

### 5-504 Protection Of Public Interest

.1 The City shall adopt, by ordinance, such standards for the conduct of public affairs as may be deemed necessary to protect the public, including the ordinances referred to in this section.

.2 The City shall adopt, by ordinance, no later than one year after the effective date of this section, restrictions similar to those enacted by the State of Michigan by statute, prescribing standards of conduct for City officers and employees. To the extent permitted by law, the ordinance shall generally include, but not be limited to, prohibiting the use of City office or employment for the private benefit of any person; prohibiting the divulging of confidential information in advance of the time prescribed for its authorized release to the public; prohibiting the use of City personnel resources for private gain; prohibiting the profit from an official position and acceptance of things of value by City officers or employees; requiring the financial disclosure by City officers and employees; and requiring lobbyist disclosure for all City officers and employees.

.3 Any violations of ordinances dealing with matters in this section shall be punishable to the maximum extent permitted by law and may be made punishable by forfeiture of office or position.

### 5-505 Conflict Of Interest

.1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D), and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:

(A) The bidding of the contract;

(B) The negotiation of the contract;

(C) The solicitation of the contract;

(D) The entry into the contract;

(E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.

The above provisions shall not apply to individual or collective bargaining agreements pursuant to which a City officer or employee directly or indirectly receives income or benefits in the form of official remuneration as an officer or employee, or any City action pursuant to which a City officer or

employee directly or indirectly receives income or benefit as a member of the public at large or any class thereof. At the first regularly scheduled City Council meeting following the filing of an affidavit pursuant to this section, the City Clerk shall notify the City Council of such filing. In particular cases and for good cause shown, the Board of Ethics may waive the ten (10) day prior notice requirement contained herein.

.2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance shall fully disclose to the City Attorney the nature of the conflict.

.3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.

## Chapter 6. PLANNING BOARD

### 5-601 Planning Board Commission

.1 There shall be a Planning Board Commission.

.2 The members of the Planning Board Commission shall be appointed and confirmed in the manner set forth in Section 5-103 of this Charter.

.3 In addition to the regular members of the Planning Board Commission, the City Council President shall ~~nominate and~~ appoint two Council members who shall serve as ex-officio members of the Board Commission, without a vote, for a one-year term in the manner set forth in Section 3-102.6 of this Charter commencing on July 1 of each year. (04/29/2025)

### 5-602 Powers And Duties

.1 The Planning Board Commission shall have all of the powers and duties granted to municipal planning commissions by statute and all the powers and duties of advisory boards provided by this Charter, together with such additional powers and duties as may be provided by this Charter or ordinance.

.2 The Planning Board Commission is entitled to assistance from the staff of the Economic Development and Planning Department in evaluating or preparing any proposal relating to planning or development. All elective and appointive officers shall furnish to the Planning Board Commission, within a reasonable time, available information required by the Planning Board Commission.

.3 The Planning Board Commission shall review and make recommendations on the Economic Development and Planning Department draft of the Capital Capital Improvement Plan prior to its submission to the Mayor and Council.

.4 The Board Commission shall ~~develop and maintain~~ make and approve a master plan for the orderly development of the City. The plan shall include the consideration of the impact of social, physical, and economic factors. (4/29/2025)

# ARTICLE 6 – CITY EMPLOYEES

## Chapter 1. MERIT SYSTEM

### 6-101 Personnel Merit System

- .1 The City shall, by ordinance, establish a personnel merit system that meets the social, economic and program needs of the City of Lansing.
- .2 The personnel merit system ordinance shall provide procedures to recruit, select, develop and maintain an effective work force.

### 6-102 Administration Of Personnel Merit System

- .1 The Personnel Merit System shall not cover any employees of the Board of Water and Light, or appointees of the Mayor, the City Council and the Internal Auditor.
- .2 The ~~chief personnel officer~~Human Resources Director (03/04/2025) shall determine by competitive examination, exclusively on the basis of merit, efficiency and ability, the qualifications of all candidates for positions within the Personnel Merit System; make, promulgate and distribute rules and regulations covering all personnel transactions; and administer all conditions of employment within the Personnel Merit System.
- .3 All persons hired by the City. other than those stated in 6-102.1 of the section shall be processed through the ~~office of personnel~~Human Resources Department and the ~~chief personnel officer~~Human Resources Director (03/04/2025) shall evaluate the level of competency of each candidate against standards established prior to the evaluation.

## Chapter 2. LABOR RELATIONS

### 6-201 Labor Management Activities

- .1 The Mayor shall have the overall responsibility for all of the labor relations of the City.
- .2 The Mayor shall designate the chief labor negotiator for the City with the advice and consent of the City Council. The chief labor negotiator shall serve at the pleasure of the Mayor and shall have charge of the role of the City in collective bargaining contract negotiations.
- .3 Collective bargaining contracts shall become effective when ratified by the City Council in accord with State law.
- .4 The ~~chief personnel officer~~Human Resources Director (03/04/2025) shall be responsible for the implementation of collective bargaining contracts.

## Chapter 3. PROHIBITION AGAINST DISCRIMINATION

### 6-301 Non-Discrimination

No City employee or applicant for employment shall be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity or expression, pregnancy, breastfeeding a child or expressing human milk, veteran status, medical condition including genetic characteristics, HIV status, source of income, ancestry, student status, housing status, political

~~affiliation or belief, service in armed forces in sovereign nations, linguistic characteristics such as accent or limited English, English proficiency, or other characteristic as defined by law, or any other basis prohibited by law, including any additional protections identified by law. Notwithstanding the above, nothing in this section prohibits consideration of a bona occupational qualification as defined by law. It is permissible to give preferential treatment in hiring to veterans and their relatives as required by federal or state law. race, religion, national origin, age, political orientation, marital status, sex, handicap, or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose. The City shall take affirmative action for the recruitment and advancement of members of groups under represented on any level of City employment as compared to the minority and sex composition of the City.~~

## Chapter 4 EMPLOYMENT CONTRACTS

### 6-401 Limitation on Employment Contracts

All employment contracts for all at-will employees, including Mayoral appointees, City department directors, and at-will employees of any and all agencies, boards, and commissions of the City, shall be limited to a maximum term of one year. Furthermore, no such employment contract shall include terms that provide for a payment at the time of separation from employment in excess of any compensation derived from vested or accrued benefits, or payments required by law. If a department, agency, board, or commission cannot reasonably fill a position with a qualified individual under these limitations, a position may be exempted from one or more of these limitations upon written recommendation of the Mayor and the approval of City Council by resolution. ~~These limitations shall not apply to contracts established prior to January 1, 2016.~~

# ARTICLE 7 – TAXATION AND FINANCE

## Chapter 1. BUDGET

### 7-101 Submission Of Budget (approved)

On or before the fourth Monday in March of each year, the Mayor shall submit to the City Council a proposal for the annual estimate of all City revenues and annual appropriation of expenditures for all City agencies except the Board of Water and Light, for the next fiscal year beginning on July first.

### 7-102 Council Budget Priorities (Approved)

The City Council shall adopt a statement of City-wide budget Policies and priorities each year and shall transmit it to the Mayor no later than October 1.

### 7-103 Budget Message

- .1 The Mayor shall submit with the Budget a message containing the necessary information for understanding the budget.
- .2 The message shall explain how the proposal addresses the priorities proposed by the City Council
- .3 The budget message shall contain detailed estimates with supporting explanations of proposed expenditures of each agency of the City except the Board of Water and Light. All such estimates shall show the actual appropriations and expenditures for corresponding items for the last preceding fiscal year, in full, and appropriations for the current fiscal year together with the expenditures for the current fiscal year to January 1 and estimated expenditures for the balance of the current fiscal year.
- .4 The budget message shall state the bonded and other indebtedness of the City, showing the bond redemption and interest requirements of the debt authorized and unissued, and the condition of the sinking funds if any.
- .5 The budget message shall contain detailed estimates of all anticipated revenues of the City from sources other than taxes with a comparative statement of the amounts estimated for and actually received from each of the same or similar sources for the last preceding fiscal year, in full, for the current fiscal year to January 1, and estimated revenues for the balance of the current fiscal year.
- .6 The budget message shall state the estimated accumulated cash and unencumbered balance, or deficits, at the end of the current fiscal year.
- .7 The budget message shall contain an estimate of the amount of money to be raised from current and delinquent taxes and the amount to be raised from bond issues, which together with available unappropriated surplus and revenues, from other sources, will be necessary to meet the proposed expenditures.

### 7-104 Budget Hearing

- .1 The budget of the Mayor, together with all supporting schedules, information and messages, shall be a public record and shall be reviewed by the Council as a committee of the whole.
- .2 A public hearing on the annual appropriations shall be held in the manner provided by law and at such additional times as the Council shall direct. Council shall not vote to adopt the budget until at least one (1) week after completion of the last required budget hearing. (05/27/2025)

## 7-105 Adoption Of Budget Resolution

- .1 Not later than the third Monday in May of each year, the Council shall, by resolution, adopt a budget for the ensuing fiscal year and make an appropriation of the money needed therefore.
- .2 The resolution shall designate the sum to be raised by taxation for the general purpose of the City and for the payments of principal and interest on its indebtedness. The adoption of the budget resolution shall constitute appropriations of the amounts specified from the funds indicated and a levy for the property tax specified.

## 7-106 Item Veto

- .1 The Mayor may veto any item which has the effect of appropriating money contained in any action of the City Council.
- .2 The veto procedure in Section 3-305 of this Charter shall control when an item veto has been exercised.

## 7-107 Effect Of Appropriation

- .1 No money shall be drawn from the Treasury of the City except in accordance with an appropriation for that purpose or except as provided in this section.
- .2 This section does not apply to funds in the account of the Board of Water and Light.
- .3 Whenever an agency of the City reports to the Finance Director that the funds appropriated for a particular purpose will be exhausted before the close of the fiscal year, and the agency has an unencumbered appropriation balance, the Mayor may authorize additional spending for that purpose within the total appropriation for the agency, but the additional expenditure may not exceed 15 percent of the Council's appropriation being added to or \$5,000.00, whichever is less. The Finance Director shall report the transfer to the City Clerk for transmission to the City Council at the next regular meeting of the City Council.
- .4 The appropriation of money for any purpose does not constitute a mandate to spend the money. Each remaining unencumbered appropriation balance at the end of each fiscal year shall revert to the general fund.

## 7-108 Supplemental Appropriations

- .1 At any time during the fiscal year, the City Council may consider appropriations which modify the previously adopted annual appropriation to:
  - (a) transfer an unencumbered balance in whole or in part from any account or;
  - (b) provide for the expenditures of revenues in excess of those in the budget or;
  - (c) meet a public emergency affecting life, health, property or the public peace, which may require emergency appropriations as provided by law.
- .2 Supplemental appropriations shall be adopted by the affirmative vote of two-thirds of the Council members serving and the Finance Director shall give notice of such appropriations to all affected agencies within one week after Council action.

## 7-109 Capital Improvements Plan (05/27/2025)

.1 The Capital Improvements Plan shall be prepared by the Economic Development and Planning Department in accordance with applicable State law.

~~.2 The Mayor shall prepare within four months and the City Council shall adopt within six months of the effective date of this Charter, an ordinance that specifies a detailed planning and budgeting process for the Capital Improvements Plan.~~

~~.3~~2 The Planning ~~Board~~ Commission through the Economic Development and Planning Department and other City departments, agencies and boards shall annually review and submit to the Mayor and City Council a Capital Improvements Plan for the ensuing six years.

~~.3~~4 The City Council shall conduct a Public Hearing on the Capital Improvements Plan concurrent with the Public Hearing on the Annual City Budget.

## 7-110 Control Of Expenditures

During the months of October, January and April in each fiscal year, the Director of Finance shall submit to the Mayor and City Council data showing the relationship between the estimated and actual revenues and expenditures to date. If it shall appear that the revenues are less than anticipated, the City Council may, by resolution, reduce appropriations, except amounts required for debts and interest charges, to such a degree as may be necessary to keep expenditures within the revenues.

## 7-111 Uniform System Of Accounts

The system of accounts of the City shall conform to such uniform system as may be required by law.

## Chapter 2. TAXATION

### 7-201 Power To Tax; Tax Limit

.1 The City shall have the power to assess taxes and to levy and collect rents, tolls and excises. The annual general ad valorem tax levy for municipal purposes shall not exceed 2 percent of the assessed value of all real and personal property in the City.

.2 Within three days after the Council has made the appropriations for the ensuing year, the Clerk shall certify to the Assessor the total amount which the Council determines shall be raised by general ad valorem tax.

### 7-202 Subjects Of Taxation

~~.1~~ The subjects of ad valorem taxation for municipal purposes shall be the same as for the state, county, and school purposes under the general law.

### 7-203 Exemptions

The power of taxation shall never be surrendered or suspended by any grant or contract to which the City shall be a party. No exemptions from taxation shall be allowed, except such as are expressly required or permitted by State Law.

- .1 The City Assessor shall assess all real and personal property in the City of Lansing in the manner provided by State law.
- .2 The Assessor shall prepare and certify the current assessment roll to the Board of Review on or before the date provided by ordinance.
- .3 The Assessor shall prepare and extend all tax rolls and deliver them to the Treasurer on or before the date provided by ordinance and in the manner provided by State law.
- .4 At least one week prior to the Assessor's certification of the assessment roll, the Assessor shall complete a tentative assessment roll for public inspection and give notice to the owner as shown on the assessment roll, by first class mail, of any changes in the assessed value of any property as compared with the previous year or the addition of any property to the roll. The notice shall advise the property owner that the change in valuation or addition of property may be discussed at the office of the Assessor prior to the meeting of the Board of Review. The failure to give notice shall not invalidate any assessment roll or assessment thereon.
- .5 The Assessor may change the assessment roll during the period of public inspection before certification but only as a result of information obtained after completion of the tentative roll as a result of an inquiry or otherwise.
- .6 Notice of the time and place of the meetings of the Board of Review shall be published by the Assessor not less than one week prior to the first meeting thereof.

### 7-205 Board Of Review

- .1 A Board of Review for property tax assessment is created.
- .2 The Mayor shall appoint members to the Board of Review, subject to Council confirmation, as provided by ordinance. The Mayor shall appoint, subject to Council confirmation, five members serving staggered terms of three years each. In order to increase the membership of the Board of Review created under the previous Charter to five public members, one member shall be appointed to a term of at least two years expiring July 1, 1981, and one member shall be appointed to a term of at least one year expiring on July 1, 1980. Public members serving terms of three years at the time of the adoption of this Charter shall continue until the expiration of their term. (05/27/2025)
- .3 The members of the Board of Review shall be appointed on the basis of their knowledge and experience in property valuation.
- .4 No member of the Board of Review shall hold any other public office or public employment in any local unit of government supported by Lansing property taxes in whole or in part. All members of the Board of Review shall be residents of the City.
- .5 Unless otherwise provided by ordinance, the Board of Review shall convene on the second Monday in March and sit for at least five calendar days.
- .6 The Board of Review shall have such powers and duties as may be provided by law. The Board of Review shall adopt rules for its Conduct of business.
- .7 The Board of Review shall adopt rules for its conduct of business.

## 7-206 Taxes Become Lien

.1 City property taxes shall become a debt due by the persons liable for them on the tax day as provided by State law. The debt shall become payable and a lien upon the property on July 1 next following, or as provided by State law.

.2 All personal taxes shall be a first lien, prior, superior, and paramount on all personal property of such persons as assessed. Such lien shall take precedence over all other claims, encumbrances, and liens, to the extent provided by statute, and shall continue until such taxes, interest, and charges are paid.

.3 Personal Tax Lien and due dates may be accelerated by Jeopardy Assessment, as provided by State law.

## 7-207 State, City, County, School And Community College Taxes

State, city, county, school and community college taxes shall be levied, collected and returned, as provided by ordinance, in conformity with State law.

## 7-208 Collection Of Taxes

.1 The Council shall provide, by ordinance, for the method of payment of taxes and charges and for fees, penalties, and interest, or any of them, for the late payment or non-payment of same.

.2 The ordinance herein required shall not be amended in such manner or at such time as to change the provisions thereof relative to any city tax collection commencing on the first day of July in the calendar year in which such ordinance is amended.

.3 There shall be no fee, penalty, or interest charged during the first thirty-one days of the collection period, and the total fees, penalties, and interest charged before March 1 of the following year shall not exceed eight percent of such taxes and penalties. Such fees, penalties, and interest shall constitute a charge and shall be a lien against the property to which the taxes themselves apply, collectable in the same manner as the taxes to which they are added.

.4 If any person shall neglect or refuse to pay any tax on personal property assessed, the Treasurer shall collect the same as provided and required by State statute.

## 7-209 Delinquent Tax Collection Procedure

.1 The City may provide by ordinance for the enforcement and collection of delinquent taxes.

.2 The ordinance shall make provision for notice, disposition, judgment, a period of redemption and the purchase of the City's interest by the owner of an interest in the property.

.3 If no ordinance is in effect regulating the enforcement and collection of delinquent taxes, such taxes shall be returned to the County Treasurer pursuant to the general tax laws.

.4 Except as otherwise provide by this Charter or ordinance, the rights, duties, powers, immunities and procedures established by the general laws shall apply in the collection and enforcement of City property taxes.

### 7-301 General Borrowing Power

.1 The City may borrow money for any purpose within the scope of its powers, may issue bonds or other evidence of indebtedness, and may, when permitted by law, pledge the full faith and credit of the City for the payment of those obligations.

.2 The enumeration of specific kinds of bonds or other borrowing in this Charter shall not be deemed to exclude other kinds of bonds or other borrowing permitted by State law.

### 7-302 Limitations On Borrowing

.1 The net bonded indebtedness for general obligations of the City shall not exceed 10 percent of the assessed value of all the real and personal property in the City.

.2 No obligation shall be sold to obtain funds for any purpose or purposes other than that for which those obligations were specifically authorized.

.3 If any bonds are not sold within three years after authorization, the authorization shall be null and void.

### 7-303 Use Of Borrowed Funds

.1 Each obligation shall contain on its face a statement of the purpose for which it is issued.

.2 All proceeds from the issue of an obligation shall be expended for the purpose for which the obligation was issued until the purpose has been accomplished, and then for the retirement of other obligations of the City.

.3 The Council may authorize the remaining unexpended and unencumbered proceeds for use in any manner permitted by State law.

### 7-304 Execution Of Obligations

All obligations issued by the City shall be executed with the signature of the Mayor and the City Clerk, unless otherwise provided by ordinance, and shall bear the Seal of the City. Interest coupons may be executed with the ~~facsimile~~ signatures of the Mayor and the City Clerk as permitted by law.

(05/27/2025)

### 7-305 Special Assessment Bonds

.1 The Council shall, subject to the general laws of the State, have authority to borrow money in anticipation of the payment of special assessments made for the purpose of defraying the cost of any public improvement, or in anticipation of the payment of any combination of such special assessments, and to issue bonds therefore.

.2 Such special assessment bonds may be an obligation of the special assessment district or districts or may be both an obligation of the special assessment district or districts and a general obligation of the City.

.3 All collections on each special assessment roll or combination of rolls shall be set apart in a separate fund for the payment of the principal and interest of the bonds issued in anticipation of the payment of such special assessments, and shall be used for no other purpose.

## Chapter 4. SPECIAL ASSESSMENTS

### 7-401 Power To Assess

.1 The City Council shall have the power to make public improvements within the City and, as to public improvements which are of such a nature as to benefit especially any property or properties within a district, the Council shall have the power to determine, by resolution, that the whole or any part of the expense of any public improvement shall be defrayed by special assessment upon the property in districts especially benefited, in proportion to the benefits derived or to be derived.

.2 If, prior to the adoption of a resolution finally authorizing the making of a public improvement to be financed by special assessment, written objections to the proposed improvement have been filed by the owners of property in the district, which according to estimates will be required to bear more than 50 percent of the amount of such special assessments, no resolution finally determining to proceed with such improvement shall be adopted, except by the affirmative vote of two-thirds of the Council Members serving.

### 7-402 Procedure Ordinance

The Council shall prescribe, by ordinance, the complete special assessment procedure governing the initiation of projects, preparation of plans and cost estimates, creation of special assessment districts, notices and hearings, making and confirming of special assessment rolls, correction of errors in such rolls, the number of installments in which special assessments may be paid, collection of special assessments, refunds, and any other matters concerning the making and financing of improvements by the special assessment method.

### 7-403 Additional Assessments

.1 Additional pro rata assessments may be made when any special assessment roll proves insufficient to pay for the improvement for which it was levied and the incidental expenses thereof or to pay the principal and interest on bonds issued in anticipation of such assessment rolls.

.2 Additional pro rata assessment shall not exceed 25 percent of the assessment as originally confirmed unless confirmed by two-thirds vote of the City Council at a meeting for which notice has been given in the same manner as the original special assessment.

### 7-404 Contest Of Assessments

.1 Any person owning property specially assessed shall have 60 days from the mailing of a notice of confirmation of the special assessment roll to notify the City Clerk in writing of any claimed illegality in the special assessment process. The City shall presume that any person who neglects or refuses to assert a claim within the 60 day period has withheld his or her claim for the purpose of unjustly obtaining a special benefit to the property to the detriment of the general taxpayers of the City.

.2 If the City Attorney submits a written opinion finding the special assessment roll illegal, in whole or in part, the City Council may revoke its confirmation, correct the illegality, if possible, and reconfirm it. No property shall be assessed more than was imposed upon the original confirmation without further notice and hearing.

.1 Upon the confirmation of each special assessment roll, the special assessments thereon shall become a debt to the City from the persons to whom they are assessed and until paid shall be a lien upon the property assessed, for the amount of such assessments and all interest and charges thereon. Such lien shall be of the same character and effect as created by this Charter for City taxes.

.2 The Council may provide by ordinance for fees, penalties, and interest for the late payment or non payment of special assessments, which fees, penalties, and interest shall be a lien and shall be collectable as are similar charges upon City taxes. The Council may provide that delinquent special assessments be placed upon the tax roll, together with any accrued fees, penalties, and interest thereon, to be collected in all respects as are City taxes on such roll, or may make other provisions for the lien created by such special assessments.

### 7-406 Postponement Of Payments

The Council may provide that persons who, in the opinion of the Assessor and Council, by reason of poverty, are unable to contribute toward the cost of the making of a public improvement may execute to the City an instrument creating a lien for the benefit of the City on all or any part of the real property owned by them and benefitted by any public improvement, which lien will mature and be effective from and after the execution of such instrument and shall be enforceable in the event that title to such property is thereafter transferred in any manner whatsoever. The Council shall establish the procedure for making this section effective by ordinance.

### 7-407 Special Assessment Accounts

Monies raised by special assessment for any public improvement shall be credited to a special assessment account and shall be used to pay for the costs of the improvement for which the assessment was levied and of expenses incidental thereto, to repay any principal or interest on money borrowed therefore, and to refund excessive assessments.

### 7-408 All Property Liable For Special Assessment

All real property, including such as is exempt from taxation by law or exempted by the Board of Review, and with or without valuation placed thereon, shall be liable for the cost of public improvements benefiting such property, unless exempted there from by law, the same as other property, as provided in Section 7-402, and such special assessments shall be levied, collected, and returned, and the said premises may be sold or forfeited in the same manner as for nonpayment of City taxes.

## Chapter 5. TRANSPARENCY (05/27/2025)

### 7-501 Publication of City Taxes and Debt Obligations

.1 The Mayor shall prepare within four months, and the City Council shall adopt within six months of the effective date of this Charter, an ordinance that establishes a Tax and Debt Dashboard for the purpose of providing a transparent and comprehensive overview of the City's tax millages, assessments, and debt obligations.

.2 The Tax and Debt Dashboard shall include an itemized breakdown and description of each millage assessed by the City including, but not limited to, the property tax millage, dedicated millages, debt millages, and special assessment millages. The description shall identify the type and purpose of each millage and contain the tax rates and amounts generated by each millage for each fiscal year it is levied.

.3 The Tax and Debt Dashboard shall include an itemized breakdown and description of each debt instrument issued by the City including, but not limited to, all bonds and special assessment bonds. The description shall identify the type and purpose of each debt instrument and contain the principal amount, interest rate and debt service payment amount, and maturity date for each fiscal year the indebtedness continues.

.4 The Tax and Debt Dashboard shall be updated semiannually and published on the City's website and by any means determined by the City to achieve widespread dissemination to the general public in the City to inform on matters of municipal concerns.

# ARTICLE 8 – REGULATORY POWERS AND CONTRACTS

## Chapter 1. LICENSING

### 8-101 Regulatory Power (approved)

.1 The City may, as provided by law, exercise its police powers to regulate, prohibit, or prohibit except as authorized by permit, license or franchise, any trade, occupation, amusement, business or other activity within the City.

.2 The City shall provide by ordinance, for the review of decisions of City agencies under this section in any case where such review is not provided for by this Charter or by law.

### 8-102 Issuance Of Licenses (approved)

The City Council shall provide, by ordinance, a procedure for the issuance of licenses and permits. The ordinance shall, to the greatest extent possible, place the responsibility for the issuance of licenses and permits under one official in order that persons requesting specific licenses and permits will not have to contact more than one City office.

## Chapter 2. FRANCHISES

### 8-201 Limitations On Franchise (pending)

.1 A franchise, and all renewals, amendments and extensions of it, may be granted only by ordinance.

.2 The City may approve such ordinance only after a public hearing has been held on it and after the grantee named in it files with the City Clerk its unconditional acceptance of all the terms of the franchise.

.3 The ordinance may not take effect unless it has been approved by the voters of the City, where State law so requires, or, unless it has been approved by the affirmative vote of two-thirds of the Council Members serving where approval of the voters is not required by State law.

.4 When approval of the voters of the City is required, the ordinance as approved by the City shall be published in a daily newspaper of general circulation in the City not less than 30 days before the election at which it is submitted to the voters. The City may not call a special election unless the expense of holding the election has first been paid to the City Treasurer by the grantee.

.5 A franchise for the use of the streets or other public places of the City or for the transaction of a local business may not be sold or transferred in any manner nor may a party other than the grantee use the franchise, unless the City consents by ordinance.

.6 The grantee of a public utility franchise shall have the right to mortgage the franchise, with the approval of the City Council, which approval shall not be unreasonably withheld. The purchaser at a foreclosure sale shall have the right to operate the franchise subject to the terms of the franchise and provisions of this Charter.

## 8-202 Standard Provisions Of Public Utility Franchise (pending)

.1 A public utility franchise shall include provisions for fixing and periodically readjusting rates and charges at the direction of the City and for requiring the holder to supply necessary information and access to records and property.

.2 The City May, With Respect To Any Public Utility Franchise Granted, Whether Or Not So Provided In The Granting Ordinance

- (a) Repeal the franchise for violation of or failure to comply with any of its provisions, misuse or non-use, or failure to comply with any regulation imposed under authority of Federal law, State law or this Charter;
- (b) Require proper and adequate extension and maintenance of plant facilities at the highest practicable standard of efficiency;
- (c) Establish reasonable standards of service and quality of products, and prevent unjust discrimination in service or rates;
- (d) Require continuous and uninterrupted service to the public in accordance with the terms of the franchise throughout the entire period of the franchise,
- (e) Impose other regulations determined by the City to be conducive to the health, safety, welfare and convenience of the public,
- (f) Require the public utility to pay any part of the cost of improvement or maintenance of the streets, alleys, bridges and public places of the City that arises from its use thereof and to protect and save the City harmless from all damages arising from such use;
- (g) Require the public utility to permit joint use its property and equipment, located in the streets and public places of the City, by the City and other utilities, insofar as joint use may be reasonably practicable. In the absence of agreement and upon application by the public utility, the City may provide for arbitration of the terms and conditions for joint use.

## Chapter 3. PUBLIC UTILITIES

### 8-301 Public Utility Services Of City (pending)

The City shall have all the powers granted by law to own, operate, improve, enlarge, extend, repair, and maintain public utilities, either within or without its corporate limits and either within or without the corporate limits of counties in which the City may lie, including, but not by way of limitation, public utilities for supplying water and water treatment, chilled water, thermal energy including heat or hot water and steam, electric services. sewage disposal and treatment, electric light and power, gas, steam, heat, public transportation, or any similar service to the municipality and the inhabitants thereof; and shall also have the power to sell these services beyond its corporate limits as authorized by law.

### 8-302 Disposal Of Municipal Utility Plants And Property (approved)

Unless approved by the affirmative vote of three fifths of the electors voting thereon at a regular or special City election, the City shall not sell, exchange, lease, or in any way dispose of any property, easement, equipment, privilege, or asset needed to continue the operation of any municipal public utility. All contracts, grants, leases, or other forms of transfer in violation of this section shall be void

and of no effect as against the City. The restrictions of this section shall not apply to the sale or exchange of machinery or equipment of any municipally owned public utility, which is no longer useful or which is replaced by new machinery or equipment, or to the leasing of property not necessary for the operation of the utility, or to the exchange of property or easements for other needed property or easements.

### 8-303 Rates

.1 The provisions for setting rates and charges for electric, water, chilled water, and therm energy including heat or hot water and steam services shall be in conformity with the Revenue Bond Act (P.A. 94, of 1933, and Section 5-205.1 of this Charter. (05/20/2025)

.2 (approved) The Council may set just and reasonable rates and such other charges as may be deemed advisable for supplying all other municipal services to the inhabitants of the City and others.

### 8-304 Collection Of Municipal Utility Charges (pending)

.1 The City Council may provide by ordinance for the collection of unpaid charges for public utility services furnished by the City and for the imposition and enforcement of liens upon property served by the City.

.2 When any person fails or refuses to pay any sums due on utility bills, the service upon which the delinquency exists may be discontinued and suit may be brought for the collection of the money owed. When any person fails or refuses to pay any sums due for sewage disposal services furnished by the City, the payment for such sewage disposal services may be enforced by the termination of the sewage disposal services by discontinuing the water service to the affected premises, notwithstanding that the water service for the collection of sewage charges shall be in addition to any other lawful enforcement remedy.

.3 The City shall establish a procedure for the resolution of disputes between the City and any of its customers concerning public utility services other than electric, water, and steam utility services provided by the Board of Water and Light.

## Chapter 4. PROPERTY

### 8-401 Purchases Of Personal Property And Services

.1 The City shall establish procedures, by ordinance, to protect the interests of the City and to assure fairness in procuring personal property and services. The ordinance shall require competitive bidding for purchases in a manner that provides the best value to the City but there may be exceptional cases, clearly defined in the ordinance in which competitive bidding is not required. ~~The ordinance shall define "lowest responsible bidder" in a manner that will result in the lowest overall cost to the City.~~

.2 No purchase may be made by the City unless the office of the controller advises that there is an unencumbered balance in the appropriation against which the appropriation is to be charged to pay for the purchase.

.3 The City shall not make a contract with a person who is in default to the City.

8-402 Sales Of Personal Property (approved)

.1 The City shall establish procedures by ordinance to protect the interests of the City and to assure fairness in disposing of personal property which has become unsuitable for public use. The ordinance shall require competitive bidding for all sales, leases and transfers but may provide for exceptional cases, clearly defined in the ordinance in which competitive bidding is not required.

.2 The ordinance shall define those dispositions of public property which are not in the ordinary course of City operations and shall set forth the procedure for such disposition.

8-403 Purchase And Sale Of Real Property

.1 (approved) The City shall establish procedures by ordinance to protect the interest of the City and to assure fairness and consistency in the acquisition and disposition of interests in real property acquired by purchase, gift, condemnation, lease or otherwise either within or without the corporate limits of any county in which the City is located for any public use or purpose within the powers of the City.

.2 (pending) The ordinance on acquisition shall provide the following procedures, which are similar in intent and purpose to the acquisition provisions of Title III of Public Law 91-646, known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970:

- (a) an appraisal before negotiation;
- (b) every reasonable effort made to acquire property expeditiously by negotiation;
- (c) the establishment of a just amount for compensation not less than the fair market value stated in the appraisal;
- (d) a prohibition against the sale of the property for less than the established price except for reasons spelled out in the ordinance;
- (e) adequate notice to quit the premises after receipt of compensation;
- (f) permission for the occupant to remain in possession in certain instances by payment of the fair market rental;
- (g) a prohibition on coercive actions to compel agreement on the price;
- (h) a provision concerning the institution of condemnation proceedings;
- (i) a provision for the acquisition of uneconomic remnants, which might remain after the acquisition of the property;
- (j) provisions for the payment of the expenses of the proceedings in appropriate cases.

.3 (pending) The ordinance on disposition of real property shall require a public hearing at least one week prior to Council action on the issue of sale. Complete documentation on the details of the sale shall be on file in the office of the City Clerk at least 30 days prior to the public hearing. The document shall include a statement of necessity of the property for public purposes. This subsection shall not apply to real property to be sold for less than \$50,000.

.4 No interest in real property may be sold by the City without either the affirmative vote of the people or the affirmative vote of two-thirds of the Council members serving.

.5 Any interest in real property which is being used or occupied by the Board of Water and Light, or which indicates in the deed that the property was acquired for the purposes of the Board of Water and Light, shall not be sold without the approval of the Board of Water and Light.

.6 No park, recreation, cemetery, or waterfront land may be sold without the approval, by a majority vote, of the elector of the City voting on the question at a regular or special election.

## ~~Chapter 5. MARIJUANA~~

### ~~8-501 Applicability of Code of Ordinances to Marijuana~~

~~Nothing in the Code of Ordinances shall apply to the use, possession or transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years.~~

## ARTICLE 9 – TRANSITION

### Chapter 1. CONTINUITY OF OFFICERS

#### 9-101 Status Of Officers

Every person holding elective or appointive office on the effective date of this Charter shall continue in office, or equivalent office, until the election and qualification of a successor or unless removed in accordance with law or the provisions of this Charter.

#### 9-102 Compensation Of Officers

The compensation of all persons holding office under this Charter shall continue according to the schedule of compensation in existence prior to the effective date of this Charter. Any change in compensation shall be made in the manner determined by law.

#### ~~9-103 First Ordinances On Qualifications~~

~~The City Council shall, no later than six months after the effective date of this Charter, adopt ordinances on qualifications for each officer or department head pursuant to Section 4-401 of this Charter.~~

### Chapter 2. CONTINUITY OF RIGHTS AND LEGISLATION

#### 9-201 Existing City Legislation And Rules

All ordinances and resolutions of the City and all rules and regulations made by any officer or agency of the City which are not inconsistent in their content with this Charter shall remain in effect until changed by action taken under this Charter.

#### 9-202 Vested Rights And Liabilities

.1 After the effective date of this Charter, the City shall be vested with all property, monies, contracts, rights, credits, effects, and the records, files, books, and papers belonging to it under and by virtue of its previous Charter.

.2 No right or liability, contract, lease, or franchise either in favor of or against the City, and no existing suit or prosecution of any character, shall be affected in any manner by any change resulting from the adoption of this Charter, but the same shall stand or proceed, as if no change had been made.

.3 All debts and liabilities of the City shall continue to be its debts and liabilities, and all debts to it and fines and penalties, imposed and existing at the time of such change, shall be collected by the City. All trusts, established for any municipal purpose, shall be continued in accordance with the terms thereof, subject to the cy pres doctrine.

#### 9-203 Pensions

All pensions referred to in the previous Charter shall remain in effect with the same status established in the previous Charter, unless changed in the manner determined by law.

### 9-204 Changes Of Time Schedules

If the provisions in effect on the date of adoption of this Charter regarding the time of the City elections or the time of the start of the fiscal year are superseded by subsequent statute, the Council shall, by ordinance, adjust the affected times and dates in this Charter accordingly.

### 9-205 Council Action On Transition

In all cases not covered by this Charter, the Council shall by rule, resolution or ordinance prescribed procedures for transition from the government of the City under the previous Charter to that required under this Charter.

## Chapter 3 COMMENCEMENT OF NEW CHARTER

### 9-301 Effective Date Of This Charter

Except as otherwise specifically provided herein, this Charter shall become effective for all purposes on January 1, 2026, when filed after adoption with the Secretary of State and the County Clerk pursuant to statute. (05/27/2025)

### ~~9-302 First Election Under This Charter~~

~~The first regular election under this Charter shall be held at the same time as the election would have been held if this Charter had not been adopted. City officers to be elected at the next election in November, 1979, will be two Council Members from wards, one each from Ward One and Ward Three and two Council Members elected at large. At an election to be held in November, 1981, officers to be elected will be the Mayor, City Clerk, two Council Members from wards, one each from Ward Two and Ward Four, and two Council Members elected at large.~~

### 9-302 Apportionment of Five Wards

.1 The Election Commission shall meet and prepare an apportionment plan for five wards, in accord with this Charter and State law.

.2 The City Council shall adopt the apportionment plan at least 120 days prior to the 2029 primary election.

.3 The effective date of representation of the new wards shall be the date for taking office of the first Council members elected therefrom, unless otherwise provided by this Charter. (05/27/2025)

## Chapter 4. ADOPTION OF CHARTER

### 9-401 Submission Of Charter To Electorate

This Charter shall be submitted to a vote of the qualified electors of the City of Lansing at the election on Tuesday, ~~August 8, 1978~~ November 4, 2025. All provisions for submission of the question of adopting this Charter at the election shall be made in the manner provided by law. (05/27/2025)

### 9-402 Form Of Question

The voters of the City of Lansing shall vote on the following proposition:

Shall the Charter proposed by the Lansing Charter Commission be adopted?

YES ( )

NO ( )

**Resolution #2025-XXX**

By the Lansing Charter Commission

WHEREAS, on December 12, 2022, the City Council resolved to place the question of the charter revision on the November 7, 2023 ballot; and

WHEREAS, the question of the Charter Revision was approved by the voters of the City of Lansing on the November 7, 2023 ballot; and

WHEREAS, on May 7, 2024, the electorate elected nine Charter Commissioners who started serving on May 21, 2024; and

WHEREAS, since May 21, 2024, the Lansing Charter Commission has conducted its business in accordance with the Home Rule Cities Act, Open Meetings Act, and other applicable laws; and

NOW, THEREFORE, BE IT RESOLVED the Lansing Charter Commission hereby approves the revised Lansing City Charter to be submitted to a vote of the qualified electors of the City of Lansing at the November 4, 2025 election with the following question:

Shall the Charter proposed by the Lansing Charter Commission be adopted?

YES ( )

NO ( )

BE IT FURTHER RESOLVED that the Lansing City Clerk is requested to submit the revised Lansing City Charter to the Governor and Attorney General in accordance with the Home Rule Cities Act and past practices.