

AGENDA

Elected Officers Compensation Commission February 10, 2026 at 11:00 AM



David C. Hollister Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor
To provide input or ask questions on any item that is listed on the agenda,
Members of the public may contact the Commission at (517) 483-7683 prior to the meeting.

Derek Melot
Liisa Speaker
Ben Kohrman
Jeff McAlvey
Holli Seabury
Steve Young

- 1. Call to Order**
 - A. Roll Call
 - B. Excused Absences
- 2. Approval of the Agenda**
- 3. Communications**
- 4. Business Session**
 - A. MINUTES -February 4, 2026
 - B. Reports, Presentation, Commission Questions and Discussions
 - i. Historical Information
 - ii. Strong Mayor Community Comparisons
 - C. Old Business
 - i. Inflation Consideration Details
 - ii. Elected Officials Benefits - Updates
 - D. New Business
 - i. City Attorney Presentation on Commission Rule Amendments
 - E. Commission Member Comments
- 5. Items Under Suspension of the Rules**
- 6. Public Comment**

Adjournment

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



MINUTES
Elected Officers Compensation Commission
Tuesday, February 4, 2026 @ 12:00 p.m.
City Council Conference Room

Ms. Boak called the meeting to order at 12:02 p.m.

ROLL CALL

Commissioner Member Liisa Speaker
Commissioner Member Derek Melot
Commissioner Member Ben Kohrman -excused
Commissioner Member Jeff McAlvey
Commissioner Member Holli Seabury
Commissioner Member Steve Young

OTHERS PRESENT

Sherrie Boak, Council Staff
Greg Venker, OCA
Elizabeth O'Leary, HR Director

Public Comment

No public comment at this time.

Discussion/Action

Ms. Boak asked for a nomination for Chairperson.

MOTION BY COMMISSION MEMBER MCALVEY TO NOMINATE COMMISSIONER MELOT AS PRESIDENT, SUPPORTED BY COMMISSION MEMBER SPEAKER.

Commission Member Melot accepted the nomination. No other nominations
MOTION CARRIED 5-0.

Ms. Boak asked for a nomination for Vice Chairperson.

MOTION BY COMMISSION MEMBER MELOT TO NOMINATE COMMISSIONER SPEAKER AS VICE CHAIRPERSON, SUPPORTED BY COMMISSION MEMBER MCALVEY.

Commission Member Speaker accepted the nomination. No other nominations.
MOTION CARRIED 5-0.

Mr. Melot stated he has heard from the Council President asking the Commission members to appear before Council during their process. It was determined Commission Chair Melot would attend a Committee of the Whole meeting.

Determination Of 2026 Schedule

It was confirmed by Ms. Boak that 45 days would be March 21st.

The Commission shared their availability and it was determined the Commission would meet:
Tuesday, February 10th at 11 a.m.
Monday, February 16th at 1 p.m.
Thursday, March 12th at noon
Monday, March 16th at 11 a.m.

The Commission discussed Commission Member Kohrman not available to attend the meeting and how he can participate. Mr. Venker confirmed he can listen but not participate. Mr. Venker also confirmed the quorum of the Commission is four (4) members. Again anyone absent can listen in but cannot vote, or deliberate. Commission Chair Melot asked Ms. Boak to communicate with Commission Member Kohrman and plan to call him on the dates of the meetings.

Commission Chair Melot stated he would plan to attend the City Council Committee of the Whole meeting on March 9th, not providing their recommendation yet because they will have two more meetings and two weeks before the deadline, but to provide them with details on their process.

DISCUSSION – Past Materials and Future Requests for Materials

The Commission reviewed the documents in the packet. The Commission discussed anything else they would wish to see. Commission Member Young asked if Council needs to be invited to these meetings, and Commission Chair Melot stated Ms. Boak can extend an invitation to the Mayor, Clerk and Council members to attend any of the meetings.

Commission Member Young asked if there is information they can get to consider inflation into the calculations, and Commission Chair Melot acknowledged that 2 years ago he did a review for discussion on an inflation impact, and he would look back through information he had and have that for discussion at the future meetings.

Commission Member Young asked Ms. O’Leary about the union contracts that are not settled and if they have deadlines. Ms. O’Leary noted that there is a wage opening pending for LPD Supervisory and Non-Supervisory; T-243 is in negotiations for a full contract opener; LPD has a contract that expires in June/July 2026, along with LFD, and then UAW expires in October. Commission Chair Melot asked if it is safe to say they negotiate 2-3% for the increases, and Ms. O’Leary confirmed.

Commission Chair Melot noted the benefits document reflects parking benefits for the Mayor and City Clerk that needs to be reviewed. Ms. Boak referred the Commission to the document in the packet, where it stated for the Mayor and Clerk they provided parking in the basement of City Hall, however there is a new City hall being built, and there will be no basement parking, so the Commission will need to consider amending that section to state something similar to what Council is changing their rules to reflect reserved parking in the gated secured lot adjacent to the new city hall. Ms. O’Leary was asked to look at the benefits that are offered to the Mayor and City Clerk to determine which contract they follow and if there are changes that need to be made in this document.

Ms. O’Leary noted the spreadsheet that HR prepares is not updated, and asked the Commission what communities they want HR to research because it will take time for those communities to respond. The Commission concurred they can focus on “strong mayor” communities.

Commission Vice Chair Speaker asked about having finance representative present at a meeting. Ms. O’Leary confirmed that Jake Brower, the Chief Strategy Officer attends labor negotiations to provide finance updates as it related to the union contract. Ms. Boak was asked to invite Mr. Brower to a future meeting.

Other

Commission Chair Melot asked if the Mayor has submitted a replacement to fill the vacancy, and Ms. Boak confirmed Council has not received anything at this time.

Mr. Venker informed the Commission that after reviewing their rules, there are some changes he is recommending because the current document references the old charter, and therefore needs some provisions, and would draft changes, to receive at next meeting. He did confirm that with the schedule they set, they will have time to get it done.

Excused Absences

MOTION BY COMMISSION MEMBER YOUNG SUPPORTED BY COMMISSION MEMBER MCALVEY TO EXCUSE COMMISSION MEMBER KOHRMAN. MOTION CARRIED 5-0.

Adjourned at 12:29 p.m.

Respectively submitted by:

Sherrie Boak, City Council Office Manager

Approved as presented on

EOCC Past Recommendations										
	3/12/1991		1/1/1992		4/8/1993		3/25/1995		3/21/1997 Rejected	
	1991		1992		1993	1994	Attempt to reject failed		6/1/1997	
							6/1/1995	1/1/1996	1/1/1998	
Mayor	\$71,590		\$74,095	3.49%	No Increase	No Increase	\$81,000	\$85,000	\$87,975	\$91,054
Clerk	\$46,300		\$48,152	4.00%	No Increase	No Increase	\$58,000	\$58,000	\$58,000	\$59,000
Council	\$12,877		\$13,392	4.00%	No Increase	No Increase	\$14,000	\$14,000	\$15,000	\$15,000
Vice President	\$12,877		\$13,392		No Increase	No Increase	\$14,750	\$14,750	\$15,750	\$15,750
President	\$12,877		\$13,392		No Increase	No Increase	\$15,500	\$15,500	\$16,500	\$16,500

	from 1996			(Accepted March 1999)			Accepted March 2001			
	1997	1998	1/1/1999	7/1/1999	7/1/2000		7/1/2001	7/1/2002		
Mayor	Rejected	Rejected	\$85,000	\$90,000	\$95,000	5.56%	102,000	7.35%	\$107,000	4.90%
Clerk	Rejected	Rejected	\$58,000	\$62,950	\$67,900	7.86%	\$68,500	0.88%	\$69,100	0.88%
Council	Rejected	Rejected	\$14,000	\$17,000	\$19,000	11.76%	\$20,200	3.16%	\$20,200	3.06%
Vice President	Rejected	Rejected	\$14,750	\$17,750	\$19,750	11.27%	\$20,950	3.04%	\$20,950	2.70%
President	Rejected	Rejected	\$15,500	\$18,500	\$21,000	13.50%	\$21,600	2.86%	\$22,200	2.78%

	Last Increase	Rejected			Self-suported Vision Care added			Council Healthcare Removed 1/01/2010			
	2002	Rejected			4/24/2005			Accepted 4/30/2009			
	7/1/2002	7/1/2003	7/1/2004	7/1/2005	7/1/2006	7/1/2007	7/1/2008	7/1/2009	1/1/2010	7/1/2010	
Mayor	\$107,000	\$108,500	\$110,000	No Increase	No Increase	No Increase	No Increase	102,037	10%prem	10%prem	\$102,037
Clerk	\$69,100	\$70,100	\$71,100	No Increase	No Increase	No Increase	No Increase	\$72,831	10%prem	10%prem	\$72,831
Council	\$20,200	\$20,500	\$20,800	No Increase	No Increase	No Increase	No Increase	\$20,200	10%prem	discontinue	\$20,200
Vice President	\$20,950	\$21,250	\$21,550	No Increase	No Increase	No Increase	No Increase	\$20,950	10%prem	discontinue	\$20,950
President	\$22,200	\$22,500	\$22,800	No Increase	No Increase	No Increase	No Increase	\$22,200	10%prem	discontinue	\$22,200

Accepted 3/22/2011			
1/1/2010	1/1/2010	1/1/2011	1/1/2011
Mayor	Healthcare	Salaries	
Mayor	Discontinued	No Increase	\$ 101,650
Clerk	Discontinued	No Increase	\$ 72,555
Council	Discontinued	No Increase	\$ 20,200
Vice Presic	Discontinued	No Increase	\$ 20,950
President	Discontinued	No Increase	\$ 22,200

C.A. 09-23

2013	March28, 2013
Salaries	
Mayor	107,000
Clerk	\$72,555
Council	\$20,200
Vice President	\$20,950
President	\$22,200

Accepted 3/5/2015			
	Effective	7/1/2015	
Mayor	Increase	\$ 128,400	Benefits & Vehicle
Clerk	Increase	\$ 87,066	Benefits
Council	Increase	\$ 24,240	
Vice President	Increase	\$ 25,140	
President	Increase	\$ 26,640	

2017	Proposed-effective 7/1/2017	Proposed-effective 7/1/2018			
Mayor	Increase	\$ 129,684	\$ 130,980	No Chg from 2015	Rejected
Clerk	Increase	\$ 87,936	\$ 88,815	No Chg from 2015	Rejected
Council	NO CHANGE	\$ 24,240	\$ 24,240		Rejected
Vice President	NO CHANGE	\$ 25,140	\$ 25,140		Rejected
President	NO CHANGE	\$ 26,640	\$ 26,640		Rejected

Res 2017-095

2019	Salaries	Effective 1/1/2019	Effective 1/1/2020	Effective 1/1/2021	Fringe Benefit	STATUS
Mayor	Increase	\$ 134,058.25	\$ 136,739.42	\$ 139,610.42	No Chg from 2015	Approved
Clerk	Increase	\$ 90,902.77	\$ 92,720.83	\$ 94,667.97	No Chg from 2015	Approved
Council Pres.	Increase	\$ 27,813.95	\$ 28,370.23	\$ 28,966.00	No Chg from 2010	Approved
Council VP	Increase	\$ 26,247.85	\$ 26,772.81	\$ 27,335.04	No Chg from 2010	Approved
Council Mbr	Increase	\$ 25,308.19	\$ 25,814.35	\$ 26,356.45	No Chg from 2010	Approved

2021	Salaries	Eff. 1/1/2021 per 2019 Decision	Fringe Benefit	STATUS
Mayor	NO CHANGE	\$ 139,610.42	No Chg from 2015	Approved
Clerk	NO CHANGE	\$ 94,667.97	No Chg from 2015	Approved
Council Pres.	NO CHANGE	\$ 28,966.00	No Chg from 2010	Approved
Council VP	NO CHANGE	\$ 27,335.04	No Chg from 2010	Approved
Council Mbr	NO CHANGE	\$ 26,356.45	No Chg from 2010	Approved

2022	Salaries	Eff. 1/1/2022 per 2022 Decision	Eff. 1/1/2023 per 2022 Decision	Fringe Benefit	STATUS
Mayor	Increase	3%	3%	No Chg from 2015	Rejected
Clerk	Increase	5%	5%	No Chg from 2015	Approved
Council Pres.	NO CHANGE	\$ 28,966.00	\$ 28,966.00	No Chg from 2010	NA
Council VP	NO CHANGE	\$ 27,335.04	\$ 27,335.04	No Chg from 2010	NA
Council Mbr	NO CHANGE	\$ 26,356.45	\$ 26,356.45	No Chg from 2010	NA

2024	Salaries	Eff.: 1/1/2024 per 2024 Decision	Eff. 1/1/2025: per 2024 Decision	Fringe Benefit	STATUS
Mayor	Increase	\$ 143,798.73	\$ 148,112.69	No Chg from 2015	Approved
Clerk	Increase	\$ 120,000.00	\$ 123,600.00	No Chg from 2015	Approved
Council Pres.	Increase	\$ 29,834.98	\$ 30,730.03	No Chg from 2010	Approved
Council VP	Increase	\$ 28,155.09	\$ 28,999.74	No Chg from 2010	Approved
Council Mbr	Increase	\$ 27,327.14	\$ 28,146.95	No Chg from 2010	Approved

2026	Salaries	Eff.: 1/1/2025 per 2024 Decision	Eff. 00/00/2026 per 2026 Decision	Fringe Benefit	STATUS
Mayor		\$ 148,112.69	\$ -		
Clerk		\$ 123,600.00	\$ -		
Council Pres.		\$ 30,730.03	\$ -		
Council VP		\$ 28,999.74	\$ -		
Council Mbr		\$ 28,146.95	\$ -		

UNIONS	2024	2025	2026	2027	2028
CCLP NS	3%	WAGE REOPENER			
CCLP SUP	3%	WAGE REOPENER			
IAFF	2%	2%			
T214	3%	3% and \$500 SIGNING BONUS	2%	3%	2%
T243 CTP	3%	3% and \$500 SIGNING BONUS			
T243 SUP	3%	3% and \$500 SIGNING BONUS			
UAW	2.5% and \$500 for FULL TIME EMPLOYEES	\$1.50 PER HOUR TO BASE WAGE			

CITY OF LANSING WAGE AND SALARY ADJUSTMENTS 2001-2024

	T580/243	T214	POLICE NON SUP	POLICE SUP	FIRE	UAW	EXECUTIVE MANAGEMENT	MAYORAL	NON-BARGAINING
2001	2.75%	2.75%	1.55%	1.55%	1.60% - 01/01/02 1.50% - 07/01/02	2.70%			2.75%
2002	2.75%	3.00%	1.50% - 01/01/02 1.55% - 07/01/02	1.50% - 01/01/02 1.55% - 07/01/02	1.50%	2.70%			3.00%
2003	2.00% - 02/03	1.30% - 08/03	1.50% - 01/11/03 1.6% - 07/12/03	1.50% - 01/11/03 1.6% - 07/12/03	1.53% - July 2003	3.0% - 10/06/03			1.00% - 02/01/03 1.3% - 08/01/03
2004	2.00% - 02/04	2.25% - 08/04	1.6% - 01/10/04 1.6% 0 07/10/04	1.6% - 01/10/04 1.6% 0 07/10/04	1.53% - 01/04 1.55% - 07/04	no current contract			2.25%
2005	2.00% - 02/05	2.25% - 08/05	1.80% - 07/01/05	1.80% - 07/01/05	1.55% - 01/05 1.6% - 07/05	2.2% - 10/2005 retro'd back to 2004			2.25%
2006	2.00% - 02/06	2.25% - 08/06	2.10% - 07/01/06	2.10% - 07/01/06	1.60% - 01/06 1.80% - 07/06	2.50% - 10/2006	none	none	none
2007	contract in negotiations; no retro	contract in negotiations; no retro	2.30% - 07/01/07	2.30% - 07/01/07	2.10% - 07/07	2.50% - 10/2007	2.50% - 03/2007 no step increase	2.50% - 03/2007	2.50% - 03/2007
2008	contract in negotiations; no retro	contract in negotiations; no retro	1.00% - 07/01/08	1.00% - 07/01/08	2.30% - 07/08	contract in negotiations; no retro	2.0% - 07/08 no step increase	2.0% - 07/08	2.0% - 07/08
2009	contract in negotiations; no retro	1.0% Cash Bonus - Feb 09 1.25% - Aug 2009	1.50% - 01/01/09 .30% due 06/30/09	1.50% - 01/01/09 .30% due 07/15/09	2.50% - 07/09	contract in negotiations; no retro	none	none	none
2010	\$750 cash bonus and 1.75%	1.25%	\$850 cash bonus	1%	\$1,000 cash bonus - 07/01/10	\$1,000 cash bonus - 03/01/10 to 10/06/10	none	none	none
2011	1.25%	0%	1.50%	1.5% - 07/16/11	1.5% - 07/01/11	1.25% - 10/07/11	none	none	none
2012	0.00%	\$1,000 cash bonus & \$1,000 signing bonus	2.00%	1.75% - 07/16/12	1.5% - 07/01/12	1.25% - 10/07/12 (deducted from wages toward pension contribution)	none	none	none
2013	\$1,000 cash bonus	\$800 cash bonus for FY14	\$1,000 cash bonus	\$750 cash bonus	contract in negotiations; no retro	\$900 cash bonus	0%	none	\$1,000 cash bonus
2014	2%	N/A (see 2013) CBA Expiration Changed to 12/31 from 8/31.	2.50%	1%	\$1,000 cash bonus and 2%	2%	3%	none	2%
2015	1%	2.50%	2.50%	2.50%	2%	2%	2.50%	20% (Mayor only)	\$2,000 cash bonus
2016	2.50%	2%	2.50%	2.50%	\$1,000 cash bonus & 2%	\$800 cash bonus & 2%	2%	Researching	2.50%
2017	2%	2%	3%	3%	2%	2.50%	2.25%	Researching	2.50%

	T580/243	T214	POLICE NON SUP	POLICE SUP	FIRE	UAW	EXECUTIVE MANAGEMENT	MAYORAL	NON-BARGAINING
2018	2%	2%	2.50%	2.50%	2.50%	2.50%	New Administration	New Administration	2.50%
2019	3%	3% & \$1,000 signing bonus	3%	3%	2.50%	\$1,000 signing bonus & 3%	2.75%-4%	2.75%-4% (Mayor Staff)	2.50%
2020	2.50%	3% & \$750 signing bonus	3%	3%	2.50%	3%	3%	3%	3%
2021	2%	2% & \$1,000 signing bonus	2.25%	2.25%	2%	2.25%	2%	2%	2%
2022	3% and \$1,000 signing bonus for FT/\$500 for PT	3% and \$1,000							
2023	3%	3%							
2024	Wage Reopener								

NAME	NAME	POSITION DESCRIPTION	HRLY RATE	ANNUAL
SHELBI	FRAYER	DEPUTY MAYOR	88.02	183,090
JAMES	SMIERTKA	CITY ATTORNEY	88.02	183,090
ELLERY	SOSEBEE	POLICE CHIEF	73.96	153,830
BRIAN	STURDIVANT	FIRE CHIEF	73.96	153,830
ANETHIA	BREWER	COURT ADMINISTRATOR	69.07	143,669
ANDREW	SCHOR	MAYOR	67.12	139,610

2024 Salary and Fringe Benefit Survey as of 2/26/2024								
Wages are annual unless otherwise noted								
City	Population	Type of Government	City Clerk	Council Member	City Manager (if applicable)	Mayor	Benefits	City Clerk Vehicle
Ann Arbor, Michigan	121,536	City Manager	\$99,749-\$129,547; Incumbent is at \$131,875.17	Current: \$27,366.73 7/1/2024: \$29,869.54 7/1/2025: \$32,539.62	City Administrator's salary is determined by Council, and our interim City Administrator's salary is \$250,000.00	Current :\$49,757.69 7/1/2024: \$51,947.03 7/1/2025: \$54,232.70	N/A	No
Dearborn, Michigan	108,420	Strong Mayor	\$108,018	President - \$19,620 + meeting stipend (\$100/meeting); Member - \$16,333 + meeting stipend (\$100/meeting)	N/A	\$168,775	Mayor & City Clerk receive general benefit programs (medical, dental, vision, PTO, paid holidays, life insurance, 401A defined contribution plan, deferred compensation 457 plan, health care savings plan). City Council Member/President do not receive benefits.	No
East Lansing, Michigan	47,340	City Manager	\$114,618.92 (not an elected position)	\$9,070 (not a full time position)	\$180,000.00	\$10,600 (not a full time position)	Only City Clerk and City Manager receive benefits, including health, dental, life, ltd, PTO, and retirement	No
Flint, Michigan	80,628	Strong Mayor	\$70,817.7600	Council Member: \$25,000 Council President: \$27,500	N/A	\$125,000.10	Medical, Dental, Vision, Life & ADD insurance (\$75,000), STD, FSA, MERS retirement (Hybrid only)	
Lansing, Michigan	112,513	Strong Mayor	\$104,371.44	President \$28,966.00 VP \$27,335.04 Members \$26,356.45	N/A	\$139,610.95	Council: Option to purchase health and dental. Mayor and Clerk: Health, Dental, DC, Long Term Disability, Life Insurance	No
Rochester Hills, Michigan	77,000	Strong Mayor	appointed position; \$118,410.00-\$137,268.00	\$6,944.16 annually; \$70/meeting after 10 meetings per year; City Council President: \$8,816.07	N/A	\$142,981.00-\$165,751.00	14% DC Pension Contribution, 4% Retiree Healthcare Savings City Council only has pension 12%	No
Royal Oak, Michigan	56,833	City Manager	\$136,325	\$20 per meeting	\$158,393	\$40 per meeting	Only City Clerk and City Manager receive benefits. I attached our health benefits (note that dental coverage is at no cost to the employee)	
Warren, Michigan	134,777	Strong Mayor	\$92,923.00	\$31,411.90	N/A	\$125,642.00	Health, dental, life insurance provided with no premiums. We also offer voluntary life insurance, 401k, RHS, FSA, and Aflac plans.	No

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City of Lansing

ELECTED OFFICIALS
Summary of Fringe Benefits
2026

Elected officials shall be eligible for City-provided health, dental, and life insurance coverage, and for participation in any deferred compensation program, as summarized below. Unless otherwise noted, this Summary of Fringe Benefits is operative on JULY 1, 2019. The last adopted recommended Summary of Fringe Benefits remains operative until that date.

I. FOR THE MAYOR AND CITY CLERK ONLY:

Health Insurance: The City of Lansing shall provide at the time of being sworn in or during an annual open enrollment period the following choice of medical insurances. Coverage will be effective the first (1st) day of the month following the date the Mayor or Clerk, respectively, are sworn in. If an elected official chooses a non-base plan, he or she will be required to pay the difference between the base and non-base plan, in addition to any premium share. Elected officials selecting the base plan below will receive a \$400 cash payment incentive for each plan year chosen.

- **Base Plan** - includes a \$40.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$1000/single and \$2000/ family in network deductible and 80% co-insurance. Emergency room services have a \$250 co-pay and Urgent Care visits have a \$60 co-pay.
- **Option 1** - includes a \$30.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$500/single and \$1000/ family in network deductible and 80% co-insurance. Emergency room services have a \$150 co-pay and Urgent Care visits have a \$50 co-pay.
- **Option 2** - includes a \$20.00 co-pay for office visits. Prescription drug co-pays are \$10/\$20/\$40 or \$15/\$25/\$50 for Physician's Health Plan. This plan includes a \$500 calendar year limit on preventative services, emergency room services with a \$50 co-pay, and a \$20 co-pay and 100% coverage for mental health and substance abuse services.

The Base Plan is as provided above. If the Base Plan exceeds the state mandated hard cap amount, the elected official will pay the difference. If the elected official chooses to "buy up" to an optional plan (either Option 1 or Option 2) the elected official will be responsible for any cost differential between the Base Plan premium and the premium of the selected optional plan chosen. Benefit summaries and rate sheets are available in the Department of Human Resources.

Vision Plan: The Mayor and City Clerk are eligible to purchase the Blue Cross Blue Shield VSP 12/12/12 Vision Plan. This plan provides vision exams, lenses and frames, and contact lenses with co-pays.

Opt out: The Mayor and City Clerk will be allowed to opt out of the City's health care plan annually, during the City's open enrollment period provided the Mayor or City Clerk provides written proof of coverage from another source. The Mayor or City Clerk who opts out of the City's health care plan will be eligible to receive \$1,800 in any year in which they receive coverage from another source. In addition, such payments will be made twice a year, by separate check, following the period of time the Mayor or Clerk had alternate coverage.

Dental Insurance: The City pays the full premium costs for the Dental plan provided by the City, coverage includes the Mayor and City Clerk and family members. Coverage includes 100% coverage for cleaning; 50% coverage for treatment costs with an \$800 maximum per person per contract year. Mayor and City Clerk and dependents will also receive orthodontic coverage which provides \$1,000 lifetime maximum per

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person. Coverage is effective the first day of the month following thirty calendar days of service. Booklets and summaries are available in the Department of Human Resources.

Retiree Dental Insurance: Eligible retirees shall be covered by the same insurance as the active Mayor and City Clerk. The Mayor and City Clerk shall become eligible for retiree dental insurance beginning at the date of termination of employment with the City, or at age fifty-five (55), whichever is later; provided the Mayor or City Clerk respectively has at least fifteen (15) years of service with the City.

AFLAC: The Mayor and City Clerk will have the opportunity to pay for medical insurance premiums, unreimbursed medical expenses, and dependent care costs with pretax dollars through AFLAC. AFLAC also offers supplemental insurances that may be purchased on a pretax basis through payroll deduction. The maximum annual benefit for AFLAC medical insurance premiums and unreimbursed maximum medical expenses shall be the sum permitted by the Internal Revenue Code. The maximum benefit for AFLAC dependent care costs shall be the sum permitted by the Internal Revenue Code.

Life Insurance: The City pays the premium for a base \$50,000 of group life and \$50,000 Accidental Death and Dismemberment Insurance for the Mayor and City Clerk. Life insurance coverage for dependents is available for a reasonable cost to the Mayor and City Clerk, in accordance with the following schedule:

Spouse	\$25,000
Unmarried child, age 14 days to 6 months	\$500
6 months to 23 years	\$ 2,000

Coverage is effective one (1) month and one (1) day following the commencement of service. Summaries are available in the Department of Human Resources.

Vacation: No accrued time for sick leave, vacation, or personal time shall exist or be required.

Parking/Transportation: ~~The Mayor and City Clerk shall have designated parking in the basement of City Hall.~~ The Mayor and City Clerk shall have a permanently assigned parking space either in the basement of the David C. Hollister Lansing City Hall, located at 124 W. Michigan Avenue, or in the secured gated parking area adjacent to the new David C. Hollister Lansing City Hall, located at 425 S. Grand Avenue. These parking spaces shall be reserved 24 hours a day, seven days a week, and shall be used exclusively by the Mayor and City Clerk unless prior approval has been given by the Mayor or City Clerk.

Vehicle: An automobile will be provided for the regular full time use of the Mayor.

Deferred Compensation: The Mayor and City Clerk shall be eligible to participate in the City’s deferred compensation 457 plans as may be offered by the City. Currently those plans include Voya and T. Rowe Price. The Mayor and City Clerk will be able to contribute up to the maximum allowed by the IRS annually through payroll deduction. Summaries are available in the Department of Human Resources.

Defined Contribution Retirement System: In accordance with the City Charter, officials elected on or after October 1, 1990 shall belong to the City of Lansing Defined Contribution Money Purchase Pension Plan. The Plan provides for:

- 1) A City contribution totaling 6% of the Mayor or City Clerk’s gross salary. The Plan is administered by Principal Financial Group.

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- 2) The Mayor and City Clerk become eligible for City contributions following six (6) months of service and must be enrolled in the Plan prior to completion of six (6) months of service in order to self-direct the investment options of their retirement account. Failure to enroll prior to completion of six (6) months of service shall result in the City transferring monies into the Plan which shall default to the fund designated as the default fund.
- 3) The Mayor and City Clerk will be notified by Principal Financial Group to enroll persons and benefits are managed online.
- 4) The Mayor and City Clerk have the option of contributing up to five percent (5%) of their compensation each Plan Year, subject to certain limits imposed by law.
- 5) At the end of three full years of service the Mayor and City Clerk will be vested for all City contributions. Should the Mayor and City Clerk leave at the end of three full years the elected official will have the following options:
 - Lump sum payment subject to applicable taxes;
 - Rollover monies into another tax deferred investment option; or
 - Leave monies in the plan and continue to be invested tax deferred.
- 6) The Mayor and City Clerk are also eligible for a City paid long-term disability policy which is administered by the selected vendor following the completion of six (6) months of service. The Mayor and City Clerk shall receive information pertaining to the long-term disability policy at the quarterly enrollment session.

Retirement Health Care: Optional: This is a one-time only option that must be made in writing within thirty (30) days after being officially sworn in or having elected to qualify on or before July 1, 2001. For all officials elected after October 29, 1990, the City agrees to provide retirement health care coverage up to 100% of the premium for the Base Plan health care coverage provided to active Mayor and City Clerk. Retirement health coverage shall begin at the date of termination of employment with the City, provided the Mayor and City Clerk have at least 15 years of service with the City and be at least 55 years of age. This coverage is available at a cost of 3.25% of the Mayor and City Clerk's respective gross pay. This coverage shall be the same insurance coverage provided to the active Mayor and Clerk. Retirees shall convert to complementary coverage at their Medicare eligibility date. Retiree health benefits shall not include spouse or family coverage for a Mayor or City Clerk first elected after July 1, 2009.

II. FOR CITY COUNCILMEMBERS:

The fringe benefits designated in this Section II are for City Councilmembers.

Health Insurance: Councilmembers shall have the option to purchase health care insurance, at their own expense. If chosen, coverage will be effective the first (1st) day of the month following the date the Councilmember is sworn in (commencement of service) or chosen during an annual open enrollment period. Current plans offered are following UAW coverage plans:

- **Base Plan** - includes a \$40.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$1000/single and \$2000/ family in network deductible and 80% co-insurance. Emergency room services have a \$250 co-pay and Urgent Care visits have a \$60 co-pay.
- **Option 1** - includes a \$30.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$500/single and \$1000/ family in network deductible and 80% co-insurance. Emergency room services have a \$150 co-pay and Urgent Care visits have a \$50 co-pay.

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- **Option 2** - includes a \$15.00 co-pay for office visits. Prescription drug co-pays are \$0/\$15/\$40. Emergency room services with a \$50 co-pay, \$20 co-pay for urgent care, and a \$15 co-pay for mental health and substance abuse services.

Benefit summaries and rate sheets are available in the Department of Human Resources.

Vision Plan: Councilmembers will be eligible to purchase the Blue Cross Blue Shield VSP 12/12/12 Vision Plan. This plan provides vision exams, lenses and frames, and contact lenses with co-pays.

Dental Insurance: Councilmembers shall have the option to purchase this dental insurance, at their own expense, on the same terms and at the same rate as other part-time employees of the City for whom such coverage is available, currently UAW. Coverage includes 100% coverage for cleaning; 50% coverage for treatment costs with a \$1,500 maximum per person per benefit year. Councilmembers and dependents will also receive orthodontic coverage which provides fifty percent (50%) of treatment costs with a \$3,000.00 lifetime maximum per person. Coverage is effective the first day of the month following thirty calendar days of service. Booklets and summaries are available in the Department of Human Resources.

Retiree Dental Insurance: Eligible retirees shall be covered by the same insurance as active Councilmembers. The Councilmember shall become eligible for retiree dental insurance beginning at the date of termination of employment with the City, or at age fifty-five (55), whichever is later; provided the Councilmember has at least fifteen (15) years of service with the City. Councilmembers first taking office on or after January 1, 2010, shall not be eligible for this benefit.

AFLAC: The Councilmembers will have the opportunity to pay for medical insurance premiums, unreimbursed medical expenses, and dependent care costs with pretax dollars through AFLAC. AFLAC also offers supplemental insurances that may be purchased on a pretax basis through payroll deduction. The maximum annual benefit for AFLAC medical insurance premiums and unreimbursed maximum medical expenses shall be the sum permitted by the Internal Revenue Code. The maximum benefit for AFLAC dependent care costs shall be the sum permitted by the Internal Revenue Code. Councilmembers first taking office on or after January 1, 2019 shall not be eligible for this benefit.

Life Insurance: Councilmembers are not eligible for City provided group life and Accidental Death and Dismemberment Insurance.

Vacation: No accrued time for sick leave, vacation, or personal time shall exist or be required.

Parking/Transportation: Councilmembers shall have designated parking as provided by the **Council** Rules adopted by City Council.

Deferred Compensation: Councilmembers shall be eligible to participate in the City's deferred compensation 457 plans as may be offered by the City. Currently those plans include Voya and T. Rowe Price. Councilmembers will be able to contribute up to the maximum allowed by the IRS annually through payroll deduction. Summaries are available in the Department of Human Resources.

Defined Contribution Retirement System: Officials elected on or after October 1, 1990 and first taking office before January 1, 2010, shall belong to the City of Lansing Defined Contribution Money Purchase Pension Plan.

Retirement Health Care: For all officials elected after October 29, 1990 and taking office before January 1, 2010 who exercised the option to participate in retiree healthcare, the City will provide retirement health care coverage up to 100% of the premium for the Base Plan health care coverage provided to the active Mayor and Clerk. Retirement health coverage shall begin at the date of termination of employment with the City, provided the Councilmember has at least 15 years of service with the City and be at least the age of 55. This coverage is available at a cost of 3.25% of the Council member's gross pay. This coverage shall be the

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same insurance coverage provided to the active Mayor and Clerk. Retirees shall convert to complementary coverage at their Medicare eligibility date.

Retiree Healthcare Opt out: Councilmembers who receive Retirement Health Care insurance will be allowed to opt out of the City's health care plan annually, during the City's open enrollment period provided the Councilmember provides written proof of coverage from another source. Any Councilmember who opts out of the City's health care plan will be eligible to receive \$1,800 in any year in which they receive coverage from another source. In addition, such payments will be made twice a year, by separate check, following the period of time the Councilmember had alternate coverage.

Department of Human Resources, 8th Floor, 124 W. Michigan, Lansing MI 48933. Phone: 483-4014

EQUAL OPPORTUNITY EMPLOYER

Revised 4/21/04: Retiree dental

Revised 03/28/2007: Vision

Revised 03/30/09: Phased elimination of benefits for Councilmembers

Revised 03/22/11: For clarity

Revised 4/02/13: To provide for three tier optional health insurance plans in compliance with PA 152 of 2011, and other clarifications

Revised 3/5/2015: For technical corrections and clarifications

Revised 3/17/2017 For Clerk and Mayor Compensation

Revised 3/14/19 for Compensation

Revised 2/24/2021 No Changes for Elected Officials

Revised 3/24/2022 Compensation & Updated Fringe

IX B4

CITY OF LANSING RECEIVED
ELECTED OFFICERS COMPENSATION COMMISSION
RULES OF ADMINISTRATIVE PROCEDURE
FEB 11 AM 8:49
LANSING CITY CLERK

The following rules of procedure are adopted by the Lansing Elected Officers Compensation Commission (herein "Commission") to facilitate the performance of its duties and the exercising of its responsibilities, in its capacity as set forth in Article 2-104 of the 1978 Lansing City Charter and Chapter 280 of the Lansing Code of Ordinances.

Section 1.0 OFFICERS AND EX-OFFICIO MEMBERS

1.1 Selection of Officers

- A. The Commission shall, at its first meeting, elect from among the members a Chairperson and Vice Chairperson.
- B. The Chairperson and Vice Chairperson shall take office immediately upon their election.
- C. Whenever both positions are vacated for whatever reason, the remaining members shall elect from the seated members a new chairperson and vice chairperson to fulfill the unexpired terms.
- D. The Commission shall designate a Recording Secretary of the Elected Officers Compensation Commission. The Recording Secretary shall be the secretary to the City Council unless the Commission designates one of its members for the office. If the Recording Secretary is not a member of the Commission, the Recording Secretary shall not be entitled to vote on matters before the Commission.

1.2 Duties of the Commission

The Commission shall perform the duties and activities set forth in Section 2-104 of the 1978 Lansing City Charter and in accordance with Chapter 280 of the Lansing Code of Ordinances.

1.3 Duties of the Chairperson

The duties of the Chairperson shall be as follows:

- A. The Chairperson shall preside at all meetings of the Commission; perform such other duties as may be directed by the Commission; and perform such other duties as are normal and customary to said office.
- B. The Vice Chairperson shall act in the capacity of the Chairperson in the event of the Chairperson's absence or incapacity.

1.4 Duties of the Recording Secretary

The duties of the Recording Secretary are as follows:

- A. The Recording Secretary shall be responsible for maintaining the minutes of Commission meetings and shall have them available in suitable volumes. Proposed minutes shall be available for public inspection no later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. Copies of the minutes shall be distributed to all Commission members prior to the meeting at which they will be considered for approval.
- B. The Recording Secretary shall file the minutes of each Commission meeting in the office of the City Clerk as a public record.
- C. The Recording Secretary shall be responsible for keeping a record of all of the Commission's transactions.
- D. All communications, petitions and reports shall be addressed to the Commission and delivered or mailed to the Recording Secretary.
- E. The Recording Secretary shall perform other duties as the Commission may determine or direct and perform such other duties as are normal and customary to said office.
- F. The Recording Secretary shall cooperate and assist the City Freedom of Information Act officer in responding to requests for information in accordance with the Michigan Freedom of Information Act, being 1977 PA 442 as amended; MCL 15.231 et seq.

Section 2.0 MEETINGS

2.1 Meetings

- A. The Commission shall determine its meeting schedule in accordance with Section 280.03 of the Lansing Code of Ordinances. The Commission may schedule its meetings from meeting to meeting or in advance as it deems appropriate, provided that the Commission shall hold not more than fifteen (15) meetings (at which a quorum is present) within forty-five (45) calendar days of its first meeting. The Commission shall establish for each meeting the date, time and location. Despite the schedule of meetings, the Commission shall not be required to continue to meet after it has made its determination.
- B. The meetings of the Commission shall be held and conducted in accordance with the Michigan Open Meetings Act, being 1976 PA 267 as amended; MCL 15.261 et seq.
- C. Members of the general public are permitted to attend the Commission meetings and shall have a reasonable opportunity to speak on issues before the Commission, provided that the Commission may limit the time for public comment and the length of time permitted to all speakers generally, and may grant such additional time to any speaker as the Commission deems consistent with its carrying out of its duties and functions.

2.2 Quorum

- A. Four (4) members, a majority of the persons on the Commission, shall constitute a quorum for the transaction of business.
- B. The Commission shall take no official action or make any determination without the concurrence of four (4) members, a majority of the members appointed and serving on the Commission.
- C. Whenever a quorum is not present at a meeting, those present may adjourn the meeting or may meet as a Committee of the Whole for the purpose of receiving information and accepting public comments on such matters as are on the agenda. However, no official action(s) may be taken.

2.3 Attendance

- A. Commission members shall be regular in their meeting attendance.
- B. Following the roll call of Commission members at any meeting, the Chairperson shall inquire whether any absent member had requested their absence be excused. The Recording Secretary or any member of the Commission may relate to the Chairperson any such request made to them and the reasons for that request. A motion to excuse that member may be approved by a majority vote of the members at a meeting in which there is a quorum.
- C. Any Commission member who is absent without being excused from three (3) consecutive meetings may be dismissed from the Commission in accordance with Section 5-105.7 of the Lansing City Charter.
- D. The Chairperson shall transmit notice of these absences to the Mayor by letter upon an affirmative vote of four (4) members.
- E. Such procedures do not prohibit a member from voluntary resignation.

2.4 Order of Business

The Agenda for each meeting, prepared by the Recording Secretary, shall contain the following elements in order:

- 1. Call to Order
 - A. Roll Call
 - B. Excused Absences
- 2. Approval of the Agenda
- 3. Communications
- 4. Business Session
 - A. Approval of Minutes
 - B. Reports, Presentation, Commission Questions and Discussions
 - C. Old Business
 - D. New Business
 - E. Commission Member Comments
- 5. Items under Suspension of the Rules
- 6. Public Comment
- 7. Adjournment

2.5 Motions

- A. Motions shall be restated by the Chairperson before a vote is taken.
- B. The names of the persons making the motion and its second shall be recorded in the minutes.

2.6 Voting

- A. Voting shall be recorded by verbal ayes and nays, unless otherwise ordered by the Chairperson, except that roll call votes shall be taken on official action and determinations.
- B. All members of the Commission in attendance shall vote on all matters unless recused.
- C. The Chairperson shall vote last.

2.7 Notification of the Commission Action

A copy of the letter notifying the Mayor and City Council of action taken by the Commission will be sent to the originators of a request for the Commission to study a particular item.

2.8 Parliamentary Procedure

Meetings shall be conducted according to Robert's Rules of Order, Revised, except the Chairperson shall be entitled to vote).

Section 3.0 AMENDMENTS

3.1 Amendments to the Rules of Administrative Procedure

Amendments to the Rules of Administrative Procedure may be initiated by any member of the Commission at any regular meeting and voted upon at the next regular meeting. All Commission members must be notified of such amendments by mail at least three (3) days before the amendment is to be voted upon. The affirmative vote of five (5) members present shall be required to amend the Rules of Administrative Procedure.

3.2 Suspension of Rules

It shall require the vote of five (5) members present of the Commission to suspend the Rules of Administrative Procedure.

**THESE RULES OF ADMINISTRATIVE PROCEDURE ARE ADOPTED THE _____
DAY OF _____, 1997.**

ELECTED OFFICERS COMPENSATION COMMISSION

Approved as to form only:

James D. Smiertka, City Attorney

CITY OF LANSING
ELECTED OFFICERS COMPENSATION COMMISSION
RULES OF ADMINISTRATIVE PROCEDURE

The following rules of procedure are adopted by the Lansing Elected Officers Compensation Commission (herein "Commission") to facilitate the performance of its duties and the exercising of its responsibilities, in its capacity as set forth in Article 2-104 of the ~~1978-2025~~ Lansing City Charter and Chapter 280 of the Lansing Code of Ordinances.

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- C. Whenever both positions are vacated for whatever reason, the remaining members shall elect from the seated members a new chairperson and vice chairperson to fulfill the unexpired terms.
- D. The Commission ~~shall~~ may designate one of its members as the Recording Secretary of the Elected Officers Compensation Commission. The Recording Secretary shall be the secretary to the City Council unless the Commission designates one of its members for the office. If the Recording Secretary is not a member of the Commission, the Recording Secretary shall not be entitled to vote on matters before the Commission.

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- E. The Recording Secretary shall perform other duties as the Commission may determine or direct and perform such other duties as are normal and customary to said office.
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- C. Any Commission member who is absent without being excused from three (3) consecutive meetings may be dismissed from the Commission in accordance with Section 5-105.7 of the Lansing City Charter. The Chairperson shall transmit notice of these absences to the Mayor by letter upon an affirmative vote of four (4) members.
- ~~D. The Chairperson shall transmit notice of these absences to the Mayor by letter upon an affirmative vote of four (4) members.~~

~~E.D.—Such procedures do not prohibit a A member may resign voluntarily at any time from voluntary resignation.~~

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Section 3.0 AMENDMENTS

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3.2 Suspension of Rules

It shall require the vote of five (5) members present of the Commission to suspend the Rules of Administrative Procedure.\

THESE RULES OF ADMINISTRATIVE PROCEEDURE ARE ADOPTED THE __
DAY OF _____, 2026.

ELECTED OFFICERS COMPENSATION COMMISSION

Approved as to form only:

Gregory Venker, City Attorney