

City of Lansing Charter Commission

Regular Meeting Agenda

June 4, 2024

- i. Call to Order
- ii. Adopt Agenda
- iii. Public Comment
- iv. Approval of Minutes
- v. Officer Reports
 - a. Chair
 - b. Vice-Chair
 - c. Clerk
- vi. Unfinished Business
 - a. Legal Counsel RFP
- vii. New Business
 - a. Community Meeting Plan
 - b. Stakeholder Presentations Plan
 - c. Proposed Charter Review Process
- viii. Commissioner Remarks
- ix. Adjournment

Minutes for the City of Lansing Charter Commission
Regular Meeting | Tuesday, May 21, 2024, 4:30 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 (4:35PM arrival), Qawwee, Washington

Absent: None

Staff Present: Clerk Swope (Presiding Officer); Deputy Clerk Drever (recording secretary)

A quorum was present.

Call to Order

The meeting was called to order by City Clerk Swope at 4:32 pm.

Oath of Office

Clerk Swope administered the oath of office to each commissioner in this order: Boyd, Bauer, Anderson, Adams Simon, Qawwee, Jeffries, Washington, Dowd, Lopez

Adopt the Agenda

Moved by Commissioner Adams Simon to adopt the agenda as submitted.

Motion Carried.

MML Presentation

Chris Johnson and Bob Slattery from the Michigan Municipal League gave a presentation on City Charters, the Freedom of Information Act, the Open Meetings Act, and Parliamentary Procedure.

Public Comment

Jack Alexander spoke about the Lansing Entertainment and Public Facilities Authority (LEPFA) in the Charter.

Nicklas Zande spoke about the makeup of City Council.

Norma Bauer spoke about updates to the Charter.

Michael Lynn spoke about communication between the Commissioners and the public.

Erica Lynn congratulated the Commissioners and spoke about updates to the Charter.

Adopt Rules and Procedures

Moved by Commissioner Boyd to adopt City of Lansing Charter Commission Rules of Procedure.

Moved by Commissioner Washington to amend public comment to 5 minutes per speaker.
by counted vote, 4 in favor | 5 opposed. Motion failed.

On the main motion: 8 in favor | 1 opposed. Motion carries.

Elect Chair

Commissioner Bauer nominated Commissioner Jeffries as Chair. There were no other nominations.

Commissioner Jeffries elected unanimously.

Chairperson Jeffries shared thanks for support and expressed accessibility for people with questions.

Elect Vice-Chair

Commissioner Qawwee nominated Commissioner Adams Simon as Vice-Chair. There were no other nominations.

Commissioner Adams Simon elected unanimously.

Vice-Chairperson Adams Simon shared thanks and expressed goals of collaboration, respect, and transparency.

Legal Counsel

Clerk Swope spoke on behalf of the City Attorney, who recommended the commission solicit representation outside of the City Attorney's office. A draft RFP is forthcoming.

No action taken.

Set Meeting Schedule

Moved by Commissioner Qawwee to set meetings as presented on the schedule.

Moved by Commissioner Lopez to amend meeting schedule by setting the start time to 6:30 pm.

Motion carried.

Moved by Vice-Chair Adams Simon to amend the meeting schedule with alternating meetings on Tuesdays and Wednesdays.

Motion failed.

Moved by Commissioner Boyd to amend the proposed schedule to meet on the following dates: June 4; June 18; July 2; July 16; August 13; August 27; September 10; September 24; October 8; October 22; November 12; November 26; December 3; December 17

Motion carried.

Moved by Commissioner Dowd to amend the meeting schedule by adding a meeting on July 30.

Motion carried.

On the main motion: Motion carried.

Adjournment

Clerk Swope reminded the Commissioners the Open Meetings Act applies to email communication.

Clerk Swope announced the Charter Commission's Website: lansingmi.gov/1233/charter-commission

Moved by Commissioner Lopez to commit to 4 community meetings.

Motion carried.

Moved by Commissioner Boyd to adjourn.

Motion carried.

The meeting adjourned at 7:43 pm.

REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQP)

Legal Advisor to City of Lansing Charter Commission

All proposers shall complete the Proposal and Award page(s) and submit all information requested herein in the proposal document in its entirety, **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

ISSUE DATE: June __, 2024

PROPOSALS ARE DUE NO LATER THAN CLOSE OF BUSINESS ON SEPTEMBER 29, 2019, PER THE INSTRUCTIONS ON PAGE 10.

PROJECT DESCRIPTION: Legal Advisor to City of Lansing Charter Commission as described on pages 9 – 10.

ISSUING OFFICE: Lansing City Clerk

CONTACT NAME: Chris Swope, Clerk, City of Lansing, City Hall, 124 W. Michigan Ave., 9th Floor, Lansing, MI 48933

PHONE: (517) 483-4131

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Should any of the required documents be missing from your packet, immediately notify the Clerk's Office and request that they be supplied.

DATE _____

Please complete Section I or II and Section III.

Section I

PROPOSAL AND AWARD

Initial: _____

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Lansing or member of the Charter Commission that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

Please initial next to Proposal and Award, sign Section III and submit with your response to this solicitation.

Section II

STATEMENT OF NO PROPOSAL

Initial: _____

If you do intend to submit a response to this solicitation, please complete this section, initial next to Statement of No Proposal and sign Section III. Please return this page via email to Chris.Swope@lansingmi.gov by the proposal due date.

We, the undersigned have declined to submit a proposal for the following reason:

_____ Insufficient time to respond to the Request for Proposal.

_____ Our schedule would not permit us to perform.

_____ Other (specify below).

Remarks: _____

Section III

SIGNATURE

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

INSTRUCTIONS TO RESPONDENTS

TERMS AND CONDITIONS

Use of RFQP Forms

This packet represents the RFQP document. If you choose not to submit a response, please complete and return page 2, "Statement of No Proposal". If you choose to submit a proposal, then page 2, "Proposal and Award" must be submitted with your proposal.

Interpretations for Addenda

Questions from Respondents regarding this RFQP must be submitted to the City Clerk, in writing, and must arrive in the Clerk's Office no later than seven (7) City business days prior to the due date of the RFQP. Answers to questions that change or substantially clarify the RFQP will be issued as an addendum and will be provided to all prospective respondents. Addenda will be on file in the Clerk's Office at least five (5) City business days before the proposals are opened. It shall be the Respondent's responsibility to make inquiries as to the Addenda issued. The Clerk's Office will respond to telephone inquiries or visitations by vendors or their representatives. The City of Lansing Clerk's Office does not commit to answering questions received during the last five (5) business days prior to the proposal due date.

Proposals

- a) All proposals must be submitted following the proposal format as stated in this document using figures attached (when provided) and shall be subject to all requirements of this Document including the INSTRUCTION TO RESPONDENTS and GENERAL INFORMATION sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the proposal format by the Respondent.
- b) The Charter Commission may consider as irregular any proposal on which there is an alteration of or departure from the format, as provided in the RFQP Documents, and at its option may reject the same.
- c) Each Respondent shall include in its proposal, in the format requested thereof, the cost of performing the work, which shall include a list of attorneys involved in staffing as well as the lead attorney and support staff. The prices set forth in the proposal by the Respondent shall remain effective 90 days from the time of the proposal opening.

PROPOSAL CONTENTS/ ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQP. Fancy bindings, colored displays, promotional material, etc., will not receive evaluation credit. Emphasis should be on completeness and clarity of content.

All costs associated in the preparation of the proposal and its contents will be borne by the respondent.

The Charter Commission is not responsible for any costs or fees associated with its preparation or delivery. The contents of the proposal will become the property of the Charter Commission upon submission. The contents of the proposal of the successful respondent will become contractual obligations, if a contract ensues. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

CORRECTIONS

Erasures or other changes in the proposal form must be explained or noted over the signature of the Respondent.

COLLUSIVE AGREEMENTS

- a) Each Respondent submitting a proposal to the Charter Commission for any portion of the work contemplated by the documents on which a Response is based shall execute and attach an affidavit to the effect that it has not colluded with any other person, firm, or corporation in regard to any proposal submitted.
- b) Before executing any subcontract, the successful Respondent shall submit the name of any proposed subcontractor for prior approval.

ORGANIZATION STATEMENT

Each Respondent shall, upon request of the Charter Commission, submit an ORGANIZATION STATEMENT. The Charter Commission shall have the right to take such steps as it deems necessary to determine the ability of the Respondent to perform its obligations under the Contract, and the Respondent shall furnish the Charter Commission all such information and data for this purpose as it may request. The right is reserved to reject any proposal where an investigation of available evidence or information does not satisfy the Charter Commission that the Respondent is qualified to carry out properly the terms of the Contract, or where the Respondent refuses or fails to furnish the Charter Commission with any evidence or information requested by the Charter Commission.

SIGNATURES

The Proposal and Award page and any proposal notifications, claims or statements must be signed in ink by an official of the proposing organization authorized to bind the proposer to the provisions of the RFQP.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to the advertised hour of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and proposals received thereafter will not be considered. Late RFQPs will be returned to the Respondent un-opened. **The Charter Commission is not responsible for delivery delays.**

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request dispatched by the Respondent in time for delivery in the

normal course of business prior to the time fixed for opening. The proposal guarantee of any Respondent withdrawing its proposal in accordance with the foregoing conditions will be returned promptly.

A proposal, including all pricing, may not be withdrawn, modified or canceled by the vendor for a period of 90 days following the proposal deadline and vendor so agrees upon submittal of the proposal.

DEFAULT TO CITY OR CHARTER COMMISSION

It is understood that any Respondent who is in default to the City of Lansing or Charter Commission at the time of opening the proposal shall have the proposal declared null and void.

SELECTION OF ATTORNEY OR LAW FIRM / REJECTION OF PROPOSALS

- a) The selection of an attorney or law firm shall be made by the Charter Commission, provided such proposal is in the best interests of the Charter Commission to accept it.
- b) The City of Lansing Charter Commission reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interests. The Respondent to whom the Award is made will be notified at the earliest possible date.

EQUAL EMPLOYMENT OPPORTUNITY

Attention of Respondents is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated on any illegal basis including race, color, religion, sex, or national origin as required by the City of Lansing's Ordinance Section 206.21 (see Equal Opportunity Provisions).

TAX LIABILITY

If a contract is awarded, the successful respondent shall be an independent contractor to, not an employee of, the Charter Commission.

CITY ORDINANCE AND CHARTER REFERENCES

All City of Lansing Ordinances and Charter Sections applicable to this RFQP are available at the Lansing City Clerk's office for the Respondent's inspection and review, and the Respondent understands that it is its sole responsibility to understand and fully comply with all applicable City of Lansing Ordinance and Charter sections.

NOT TO EXCEED OR NON-APPROPRIATION

The Respondent hereby recognizes that the Charter Commission is a political body corporate, funded by the City, also a political body corporate, and that in the event either fails to appropriate monies sufficient enough to pay the obligations herein, that the Charter Commission may terminate any engagement without incurring any liability thereof.

TYPE OF CONTRACT

It is proposed that a professional services engagement entered into as a result of this RFQP will have a fee structure for all services described within the Project Description. Negotiations may be undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work; and in accord with the City of Lansing Code of Ordinances. The contract that may be entered into will be that one which is most advantageous to the Charter Commission, price and other factors considered. The Charter Commission reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the Charter Commission.

NEWS RELEASES

News releases pertaining to this request, or the work to which it relates, will not be made without prior written approval of the Charter Commission.

CONTRACT EXTENSIONS

Any engagement will be for a period of one year with the option to extend for one additional year and one partial year, but in no event may the contract be extended beyond November 6, 2026. Contract extensions are subject to mutual agreement between the attorney or law firm and the Charter Commission 30 days prior to contract expiration of each year.

INCURRING COST

The Charter Commission shall not be liable for any costs, including any travel, by the proposer prior to award of contract. The Charter Commission does not intend to pay for any information obtained, though such may be utilized in determining the award. Total liability of the Charter Commission is limited to the terms and conditions of this request and any resulting contract.

NO THIRD-PARTY RIGHTS

It is agreed and understood that any eventual contract would be made solely for the benefit of the Charter Commission and the Provider of Services; that it would not be made for the benefit of any third party; and that no action or defense may be founded upon any eventual contract except by the parties' signatory thereto.

DISCLOSURE OF PROPOSAL CONTENTS

After contract award, a summary of total price information for all submissions may be furnished upon demand to those Respondents to this request. If a proposal contains any information that the Respondent does not want disclosed to the public or used by the Charter Commission for any purpose other than proposal evaluation, each sheet of such information must be marked with the following legend:

"This information shall not be disclosed outside the Charter Commission or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the respondent, or as a result of, or in connection with the submission of such information, the Charter Commission shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the Charter Commission's right to use information contained herein if obtained from another source."

ORAL PRESENTATION

Respondents who submit a proposal may be required to make an oral presentation of their proposal to the Charter Commission. These presentations will provide an opportunity for the Respondent to clarify its proposal to ensure mutual understanding of its contents. The City Clerk's Office will schedule any such presentations.

PROJECT CONTROL

- A. The attorney or law firm will perform the work under the direction and control of the Charter Commission.
- B. The successful Respondent will appear at Charter Commission meetings for the purpose of reviewing progress and providing necessary guidance to the attorney or law firm in solving problems which may arise.

CONTRACT PAYMENT SCHEDULE

Payment for ant engagement entered into as a result of this request will be made monthly upon receipt of the attorney's billing statement and progress reports. The attorney's billing statement should include detailed information regarding person-hours expended by classification and by task, as well as information regarding agreed to items such as mileage, materials, and other non-overhead costs.

CANCELLATION

Cancellation of contract by the Charter Commission may be for: a) default by the contractor or: b) lack of further need for the service named in the contract. Default is defined as the failure of the contractor to fulfill the obligations of his/her quotation, contract, or purchase order. In case of default by the contractor, the Charter Commission may cancel the contract immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. In the event the Charter Commission no longer needs the service specified in the contract due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the Charter Commission may cancel the contract or purchase order by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

INDEPENDENT PRICE DETERMINATION

- A. By submission of a proposal, the Respondent certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - 1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Respondent, or with any competitor; and
 - 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the Respondent, and will not knowingly be disclosed by the Respondent prior to award directly or indirectly to any other Respondent , or to any competitor; and
 - 3. No attempt has been made or will be made by the Respondent to entice any other

person or firm to submit or not to submit a proposal for the purpose of restricting competition.

B. Each person signing the proposal certifies either:

1. They are the person(s) in the Respondent's organization responsible within the organization for the decision as to the prices being offered in the proposal, and that they have not participated and will not participate in any action contrary to "A-1, 2, and 3" above; or
2. They are not the person(s) in the Respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to "A, 1, 2, and 3" above, and as their agent does hereby so certify, and that they have not participated and will not participate in any action contrary to "A 1, 2 and 3" above.

INDEMNITY AND INSURANCE

INDEMNITY

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless the Charter Commission, its agents, officers and employees from and against any and all claims, suits, damages and losses, specifically including, but not limited to those for loss of use of property, for damage to any property, real or personal, for injury to or the death of any person including but not limited to employees and officers of the Charter Commission and for all other liabilities whatsoever including related expenses and actual attorney's fees in any way sustained or alleged to have been sustained or indirectly, by reason of or in connection with:

1. The performance of the works by or any other activities of the Respondent, its employees or agents or officers including but not limited to the use of any equipment or material furnished by the Respondent; or
2. The presence of Respondent, its employees, agents or officers on the premises where the Charter Commission meets; whether such claims, suits, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of the Charter Commission, its employees, agents or officers or Charter Commission's strict liability in tort, breach of warranty, breach of contract, duty to indemnify or any other basis or cause whatsoever whereby the Charter Commission might be held liable; provided, however, that the foregoing shall not be construed to be an agreement to indemnify the Charter Commission against liability for damages caused by or resulting from the sole negligence of the Charter Commission, its agents, employees or officials, under circumstances whereby said agreement would be in violation of Michigan Public Act 1966 No. 165, Section 1 (MCLA Section 691.991) if applicable. This provision shall extend beyond the terms of this Agreement

INSURANCE

The Respondent will be responsible for providing certificates of professional liability insurance to the

City of Lansing Charter Commission.

PROJECT DESCRIPTION AND SCOPE OF SERVICES

DESCRIPTION

The City of Lansing Charter Commission is seeking information of any interested and qualified legal firm with regards to providing legal counsel to the Charter Commission. The following are the minimum Charter Commission's services and staffing requirements:

- Attend all Charter Commission meetings
- Review and advise on necessary and permitted Charter provisions under Michigan Law, as well as structure and organization of organic documents
- Draft Charter provisions based on requests of Charter Commission
- Render legal opinions on requested issues
- Familiarity with: Michigan Home Rule City Act (MCL 117.1, et seq); Michigan Uniform Budgeting and Accounting Act (MCL 141.421; et seq.); Michigan Constitution of 1963; and the current City Charter and Ordinances.

BACKGROUND

The Charter Commission is tasked with drafting a revised Charter for the City of Lansing. It is independent in operation, deliberation, and decision making from the City of Lansing and is seeking legal advice and drafting services to that end.

REQUESTED INFORMATION

The requested information is to establish a cost estimate for service implementation and available service providers.

RESPONSES

- The Proposal should be in Microsoft Word and due by the close of business on _____ 2024, and submitted via email only to Chris.Swope@lansingmi.gov. The Proposal should address the following legal service offerings:
 1. Hourly or flat rate pricing structure,
 2. Experience in drafting or revising city charters in Michigan,
 3. Staffing implementation plan,
 4. All certification and licensing,
 5. Names of any and all attorneys involved.

Proprietary information, if any, should be kept to a minimum and must be clearly marked. Please be advised that all submissions become Charter Commission property and will not be returned.

- Company information.

The Response should provide the following information:

1. Company information, name, mailing address, phone number and email of designated point of contact,
2. List of all attorneys for firm to be involved in staffing as well as the lead attorney,
3. History and or resume detailing charter commission experience,
4. Any prior or current legal services provided to the City of Lansing

PROPOSALS

To be considered, Respondents must submit a complete response to this RFQP, using the format indicated and submitted via email only to Chris.Swope@lansingmi.gov no later than close of business on _____, 2024.

No other distribution of proposals will be made by the Respondent. Proposals must be signed by an official authorized to bind the Respondent to its provisions. Proposals must include a statement as to the period during which the proposal remains valid. For this RFQP, the proposal must remain valid for at least ninety (90) days from the time of proposal opening.

MEETINGS AND DISCUSSIONS

The Charter Commission may or may not choose to meet with potential Proposal responders. Such meetings and discussions would only be intended to get further clarification of potential capability.

QUESTIONS

Questions regarding this RFQP should be submitted in writing by email to City Clerk Chris.Swope@lansingmi.gov.

CRITERIA FOR SELECTION

All proposals received shall be subject to an evaluation by the Charter Commission. The following factors will be considered in making the selection, taking into account that the Respondent is found responsive pursuant to the provisions of Chapter 206 of the City of Lansing's Code of Ordinances. Firms receiving this RFQP will be selected if their qualifications are confirmed by this submittal, acceptable responses are provided for the items below, and upon the reasonableness of the cost proposal.

1. Describe your firm's overall understanding of the basis for this request
2. Describe your firm's experience related to the project description and scope of services requested
3. Provide detailed staff descriptions for all staff proposed to be utilized for the requested scope of services.

COST PROPOSAL

FEE AND PRICE ANALYSIS

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in confidence and will not be revealed to or discussed with the competitors. This portion of the proposal shall be clearly marked "RFQP 2024 ____ COST PROPOSAL" and submitted with your proposal.

1. Professional Fees: Itemize to show the following for each category of personnel proposed to complete the task:
 - a. Category, i.e., Lead Attorney, Associate Attorney, Paralegal, Support Staff, etc.
 - b. Rate per hour
2. Costs of Supplies and Materials: Itemize.
3. Other Direct Costs: Itemize.
4. Transportation Costs: Show travel costs and per diem separately.
5. Independent Price Determination: Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled "Independent Price Determination" in the **Instructions, Terms & Conditions** section of the RFQP to which this proposal is a response."

For Planning Purposes - Public Forum Schedule - Saturdays Review

Date	Which Saturday	Holiday?	Charter meeting the following Tuesday?
6/22/2024	fourth Saturday	Week of Juneteenth and day of Lansing Pride Fest	No
7/6/2024	first Saturday	Week Of Independence Day	No
7/13/2024	second Saturday	None	Yes-7/16/2024
7/20/2024	third Saturday	None	No
7/27/2024	fourth Saturday	None	Yes-7/30/2024
8/3/2024	first Saturday	No Holiday, but Weekend Before State Primary Election	No
8/10/2024	second Saturday	None	Yes-8/13/2024
8/17/2024	third Saturday	None	No
8/24/2024	fourth Saturday	None	Yes-8/27/2024
8/31/2024	fifth Saturday	Labor Day weekend	No
9/7/2024	first Saturday	Weekend After Labor Day	Yes-9/10/2024
9/14/2024	second Saturday	None	No
9/21/2024	third Saturday	None	Yes-9/24/2024
9/28/2024	fourth Saturday	None	No
10/5/2024	first Saturday	None	Yes-10/8/2024
10/12/2024	second Saturday	None	No
10/19/2024	third Saturday	None	Yes-10/22/2024
10/26/2024	fourth Saturday	Weekend Before Hollween	No
11/2/2024	first Saturday	No Holiday, but Weekend Before Presidential election	No
11/9/2024	second Saturday	None	Yes-11/12/2024
11/16/2024	third Saturday	None	No
11/23/2024	fourth Saturday	Weekend Before Thanksgiving	Yes-11/26/2024

Stakeholder Presentation Proposal

Individuals in the following categories of individuals would receive an invitation to take any of the following actions:

- a) Provide written recommendations or comments
- b) Make brief remarks to the Charter Commission, during a public meeting, and provide a written summary of the remarks to clearly document ideas and to be reviewed

The following categories of individuals have been selected due to their experience working within the current charter, or have been elected by the citizens of Lansing, or represent a constituency group. These individuals would only be contacted by the City Clerk's Office if they are able to readily obtain their contact information.

Categories

- Current and former City Elected Officials
- Current and former City Attorneys
- State Elected Officials who represent all or part of the City
- County Officials who represent all or part of the City
- City Union Presidents (6)
- Neighborhood Association Presidents determined by the Charter Commission (approx. 20 depending on definition)
- Lansing Chamber of Commerce representative
- Lansing Labor Council representative
- Board of Water and Light Board Chair and General Manager
- Organizations determined by the Charter Commission who represent BIPOC or other groups who historically have faced discrimination

This list does not preclude the Chairperson or majority of the Charter Commission to invite any other individual or organization to provide a representative to speak to the Charter Commission.

The following categories of individuals would receive a request to **provide written remarks only** given the number of individuals. Given their experience working within the current Charter, their input would be unique.

- Current City Board and Commissions
- Current City Employees

DRAFT - Community Feedback Form

Background:

This draft form would be available to people who come to one of the Charter Commission public forums to help encourage the most constructive feedback. These questions would be optional as members of the public can share whatever they feel is relevant to the work of the Commission.

Sample Sign in form

Thank you for participating in a Charter Commission Public Forum. We want to hear from you!

Here are some topics you may wish to address among any other ideas you have:

- The Charter provides for an independently elected Mayor as CEO of the City. Other cities have a Mayor selected by the City Council from among themselves and hire a City Manager as the CEO. What do you want to see in a new Charter regarding this?
- The Charter provides for 8 Council Members - 4 Council Members represent the entire City and 1 member to represent each of 4 Wards. 2 citywide and 2 ward Council Members are elected every 2 years. What do you want to see for the makeup of City Council in the new Charter?
- The Charter provides for public participation through Boards and Commissions with limitations on their powers. What do you want to see in the new Charter regarding the appointment process and powers of boards?

Please always feel welcome to communicate your opinions in writing to chartercommission@lansingmi.gov.

To: Lansing City Charter Commission Members

From: Emery Drever, City Clerk's Office

RE: Proposed Charter Review Process

Overview:

At the request of Chair Jeffries, City Clerk Staff annotated the Charter by listing each section with a simple description. Although that review is not complete, the attached provided list of the chapters.

This task is being done so the Commission might determine how to best structure their review, and it could be useful for tracking edits further along in the process.

The Michigan Municipal League Charter Commissioners Handbook suggests the following rough timeline for a Charter revision:

Fact Gathering: 3-6 months

Drafting: 8 months

Attorney General/ Governor Review: 3-4 months

City of Lansing City Charter Proposed Charter Review Process

Section #	Title	Pg #	Level of Public Interest
1.000	ARTICLE 1 – GENERAL	1	
1.100	Chapter 1. GOVERNMENT	1	
1.200	Chapter 2. INTERPRETATION OF CHARTER	1	
1.300	Chapter 3 RIGHTS OF PUBLIC	1	
1.400	Chapter 4. GOVERNMENTAL COOPERATION	2	
1.500	Chapter 5 - PENALTIES	2	
2.000	ARTICLE 2 – OFFICERS AND ELECTIONS	2	
2.100	Chapter 1. OFFICERS	2	
2.200	Chapter 2. ELECTION OF OFFICERS	3	
2.300	Chapter 3 VACANCIES	3	
2.400	Chapter 4. BALLOT ISSUES	4	
3.000	ARTICLE 3 – LEGISLATIVE BRANCH	5	
3.100	Chapter 1. STRUCTURE	5	
3.200	Chapter 2. MEETINGS OF COUNCIL	6	
3.300	Chapter 3. LEGISLATION	7	
3.400	Chapter 4 - INTERNAL AND EXTERNAL AUDITS	8	
3.500	Chapter 5. COUNCIL STAFF	9	
4.000	ARTICLE 4 – EXECUTIVE BRANCH	9	
4.100	Chapter 1. MAYOR	9	
4.200	Chapter 2. EXECUTIVE STAFF	9	
4.300	Chapter 3 DEPARTMENTS	10	
4.400	Chapter 4 - DEPARTMENT AND AGENCY HEADS	12	
5.000	ARTICLE 5 – BOARDS AND COMMISSIONS	13	
5.100	Chapter 1. GENERAL PROVISIONS FOR BOARDS	13	
5.200	Chapter 2. BOARD OF WATER AND LIGHT	15	
5.300	Chapter 3. BOARD OF POLICE COMMISSIONERS	16	
5.400	Chapter 4. BOARD OF FIRE COMMISSIONERS	16	
5.500	Chapter 5. BOARD OF ETHICS	17	
5.600	Chapter 6. PLANNING BOARD	18	
6.000	ARTICLE 6 – CITY EMPLOYEES	19	
6.100	Chapter 1. MERIT SYSTEM	19	
6.200	Chapter 2. LABOR RELATIONS	19	
6.300	Chapter 3. PROHIBITION AGAINST DISCRIMINATION	19	
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