

City of Lansing Charter Commission

Regular Meeting Agenda



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

July 30, 2024 at 6:30 PM

1. Call to Order

2. Roll Call

3. Public Comment

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/9902fdd9-39e8-4d85-af9d-c8264314b408@87509dee-095b-4ff8-ba5a-0035cdfc715d>

4. Minutes

- A. July 16, 2024 Regular Meeting Minutes
- B. July 23, 2024 Special Meeting Minutes

5. Officer Reports

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

6. Old Business

- A. Legal Counsel Deliberation and Selection

7. New Business

- A. Authorization for Chair to Sign Legal Counsel Contract
- B. Article 3 Overview

8. Public Comment

9. Commissioner Remarks

10. 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 | July 16, 2024

Tony Benavides City Council Chambers

Lansing City Hall, 10th floor, 124 W. Michigan Ave.

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

Absent: None

Staff Present: Deputy Clerks Lemaster, Drever

Call to Order

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

Roll Call

Deputy Clerk Lemaster called the roll of the commission. A quorum was present.

Vice Chair Adams Simon took a point of personal privilege to address a social media conversation.

Public Comment

Julie Vandeenboom spoke about Article 2-103.1 and its barriers for formerly incarcerated individuals,

Owen Handy spoke about the structure of City Council and financial access to the ballot.

Loretta Stanaway spoke about a blueprint for the way forward: including a City Manager hired by City Council, a hired City Attorney, and a 5-member Council.

Nicklas Zande spoke about reconceptualizing At-Large members of Council to distribute power across the City.

Linda Appling spoke about the unique experiences of Eaton County Lansing residents. She also spoke about a Council and City Manager form of government, and the power of the Board of Water and Light.

Mike Lynn spoke about listening to the public and advocating for the community.

Trisha Washburn spoke about Article 2-103 and its barriers for formerly incarcerated individuals.

Don Dean spoke about Article 2-103 and financial access to the ballot.

Farhan Sheikh-Omar spoke about transparency and accountability in the government.

Erica Lynn spoke about Article 2-103 and the importance of looking within Lansing's history during the revision process.

Minutes

Moved by Commissioner Bauer to approve the July 2, 2024, minutes as presented.

Motion Carried

Officer Reports

Chair

Chair Jeffries provided updates on the Commission's online presence on Facebook and the availability of the Comment Submission Form.

Vice Chair

Vice Chair Adams Simon had no report.

Clerk

Deputy Clerk Drever updated the Commission on the status of the webpage and acknowledged written public comments received by the Commission.

Unfinished Business

Community Meetings Plan

The Commissioners discussed the process for the upcoming community meetings.

Postcard

Moved by Commissioner Qawwee to approve the postcard with the following amendments: add a colon after 'visit'; change 'Get Involved in Lansing's Future' to 'We want to hear from you'; add addresses for each location; add 'all communities welcome at all meetings'; strike 'the document that outlines how our local government works'.

Motion Carried.

Commissioner Lopez asked that an effort be made to address the linguistic diversity in the Lansing community.

New Business

Article 2

The Commissioners discussed sections of Article 2 of the City Charter that will need detailed review and revisions.

Commissioner Remarks

Commissioner Boyd reminded the Commission that she will be absent from the July 30th meeting.

Public Comment

Linda Appling expanded upon earlier remarks about the experiences of Eaton County residents of Lansing, and the importance of At-Large members of Council.

Loretta Stanaway spoke about the importance of the work of the commission in catering to the public's needs.

Jay West spoke about Article 2-103 and its barriers for formerly incarcerated individuals. West suggested writing the law from a point of view of forgiveness and spoke about the importance of At-Large members of Council.

Nicklas Zande spoke about increasing number of wards and eliminating At-Large positions on Council.

Don Dean spoke about representation by and responsiveness of at-large members; suggested the Commissioners make an odd number of wards, with a Council of 7 wards 2 At-Large members; and the importance of the City Attorney being accountable to the Council

Mike Lynn spoke about strategies for public education about the Charter.

Farhan Sheikh-Omar spoke about appointments to city boards.

Linda Appling spoke about the importance of localization in regard to online engagement.

Adjournment

Chair Jeffries adjourned the meeting at 8:13 PM

Minutes for the City of Lansing Charter Commission

Regular Meeting | July 23, 2024

Tony Benavides City Council Chambers

Lansing City Hall, 10th floor, 124 W. Michigan Ave.

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

Absent: Commissioner Boyd

Staff Present: Clerk Swope, Deputy Clerk Drever, Senior Buyer Stephanie Robinson

Call to Order

The meeting was called to order by Chair Jeffries at 5:00 PM

Roll Call

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

The absence of Commissioner Boyd is excused.

Public Comment

No Comments were made.

New Business

Presentation from Purchasing

Senior Buyer Stephanie Robinson explained the city's typical RFP procedures.

Chair Jeffries gave an overview of the process for today.

Attorney Interviews

Interview 1-CMDA

Matt Cross, Matthew Wayne, and Teneil Russell answered questions from the Commissioners for Cummings, McClorey, Davis, and Acho, P.L.C.

Chair Jeffries called a recess at 5:28 PM

Chair Jeffries called the meeting to order at 5:54 PM

Interview 2-The Kelly Firm

Morgan McAtamney answered questions from the Commissioners for The Kelly Firm.

Chair Jeffries called a recess at 6:20 PM

Chair Jeffries called the meeting to order at 6:28 PM

Deliberation and Selection

The Commissioners discussed the selection and notification process with Senior Buyer Stephanie Robinson.

Public Comment

No comments were made.

Commissioner Remarks

No commissioner remarks were made.

Adjournment

The meeting was adjourned by Chair Jeffries at 6:32 PM.

To: Lansing City Charter Commission

From: Emery Drever, Deputy City Clerk

Re: Written Public Comment

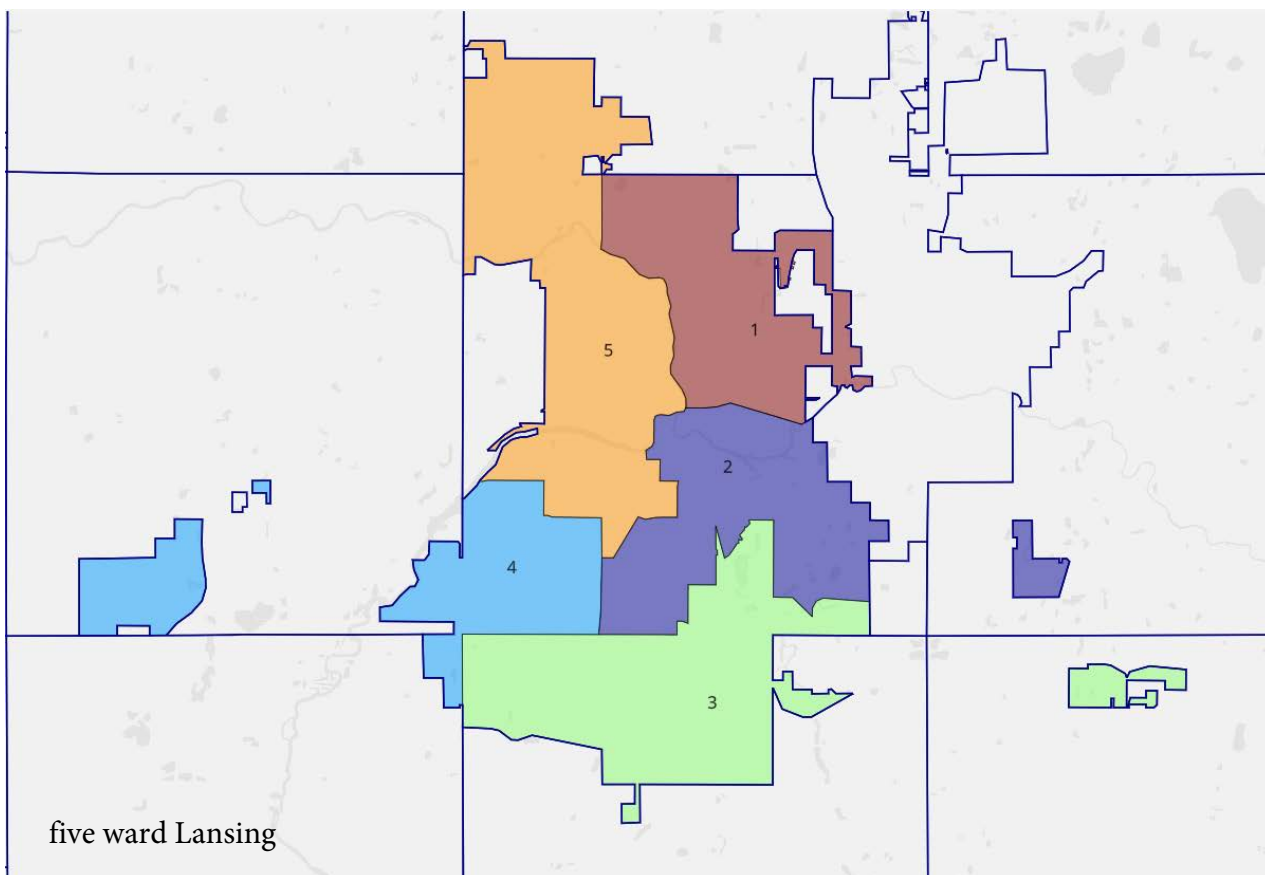
The Commission received the attached written public comment:

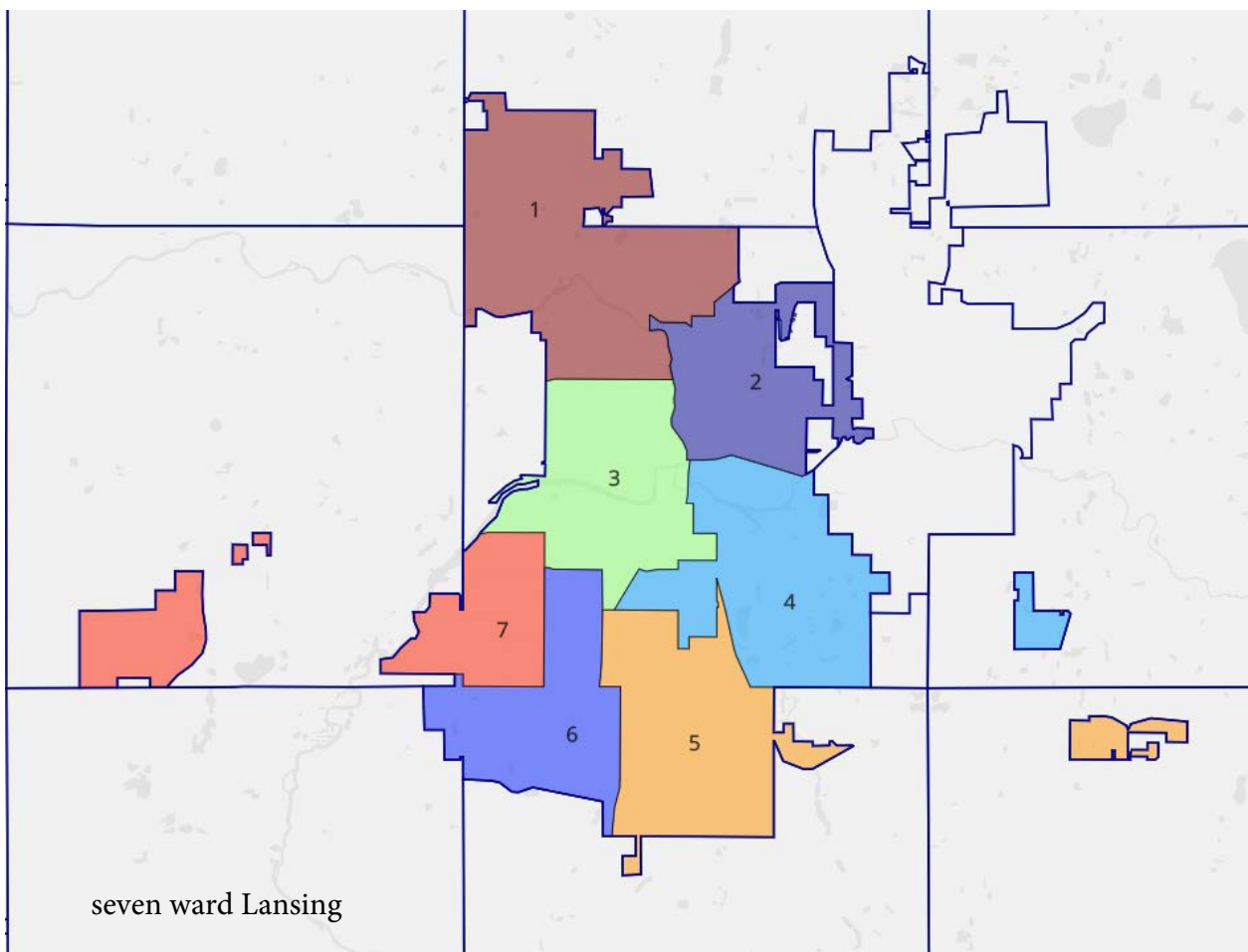
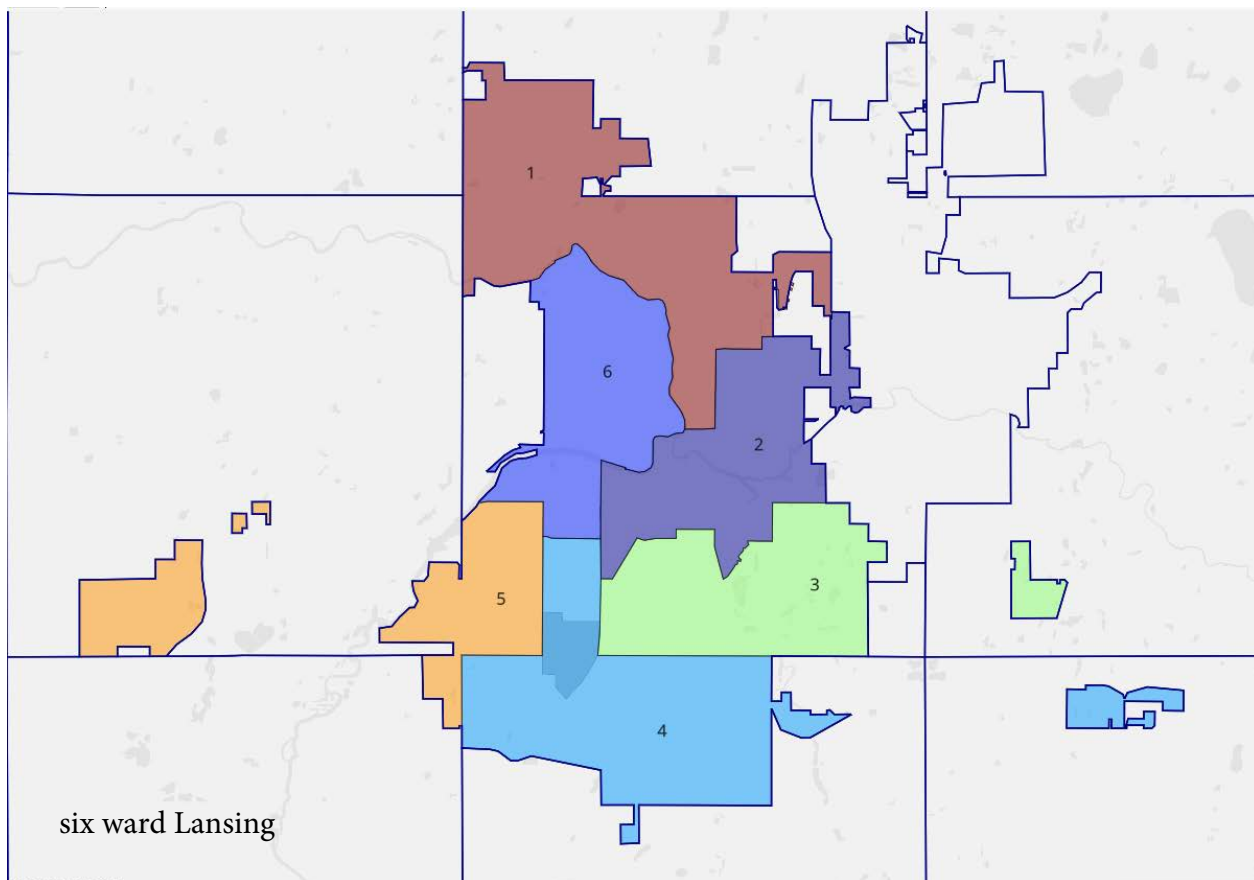
- N. Zande 7.17.2024
- C. Rice 7.23.2024
- L. Adams Simon 7.23.2024
- L. Boyd 7.25.2024

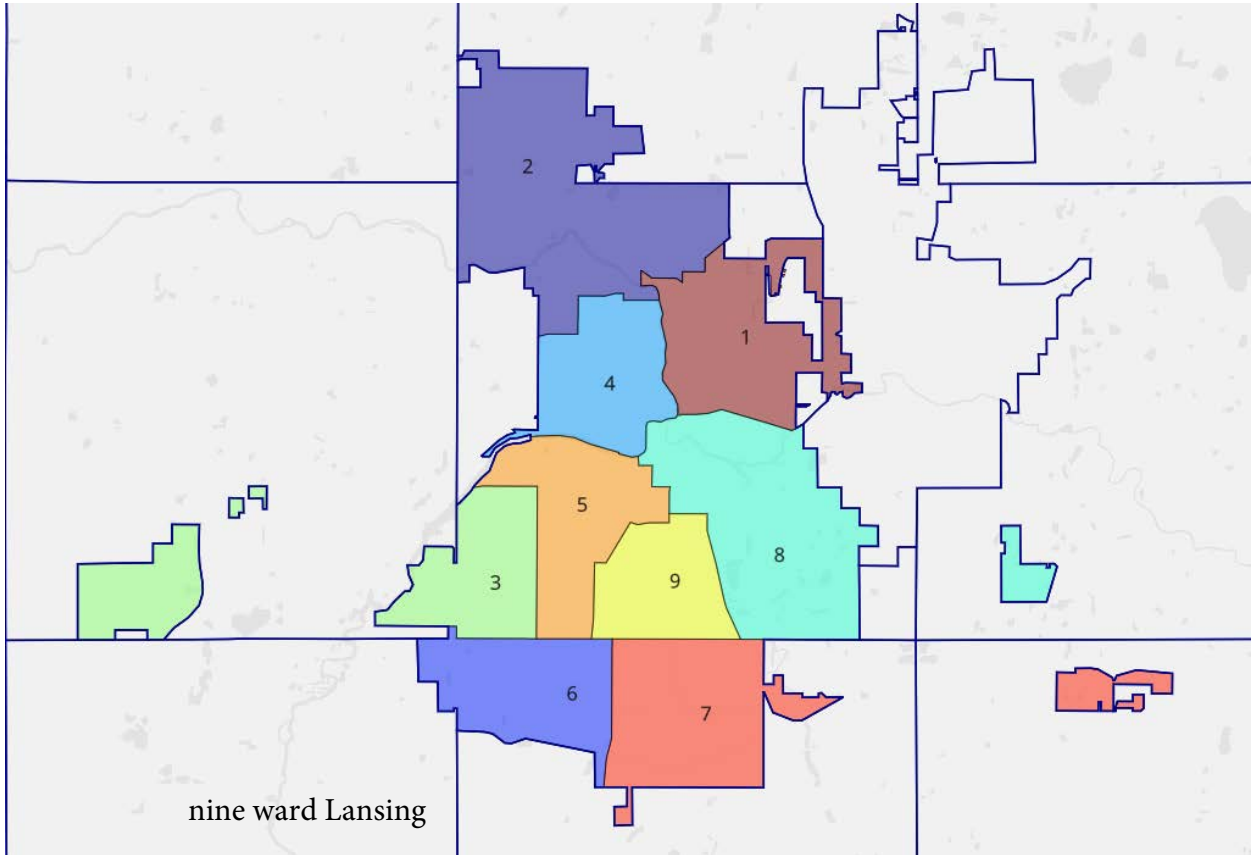
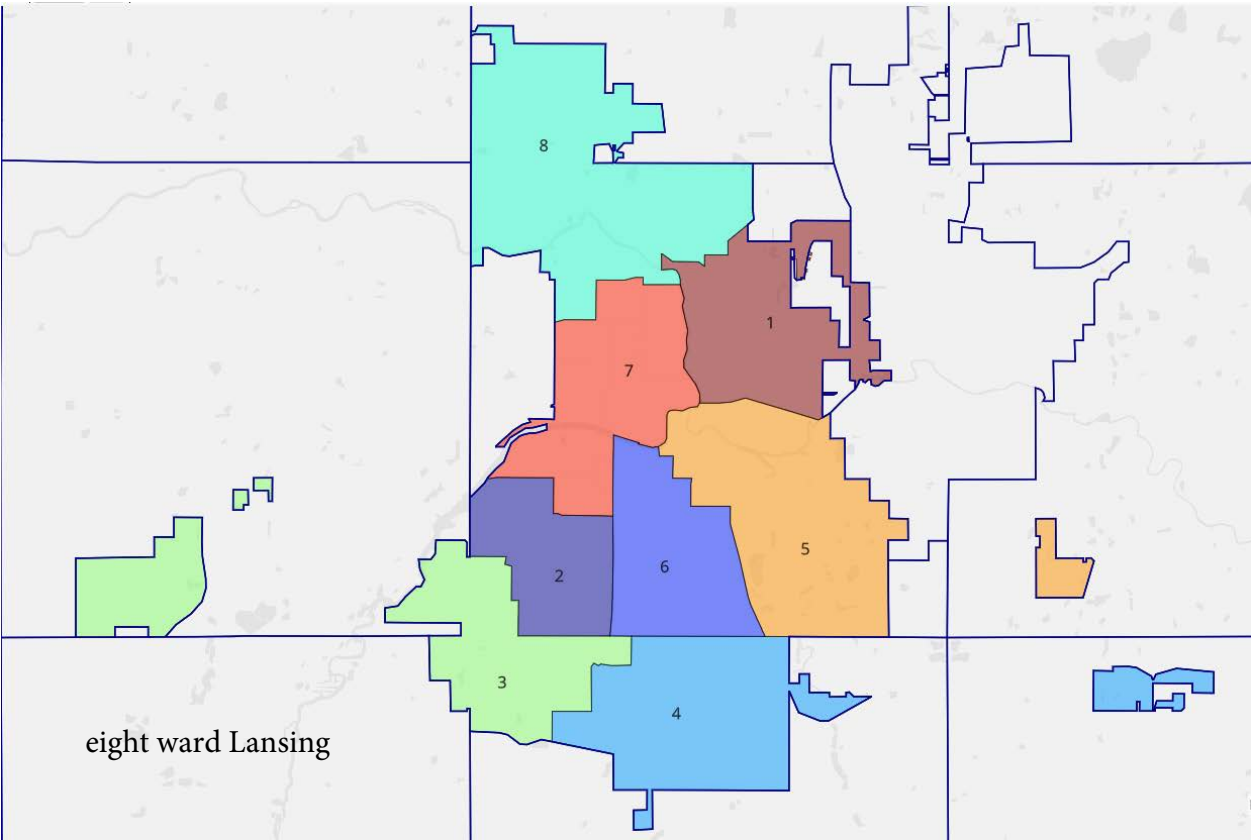
Drever, Emery

From: Nicklas Zande STVS TDP est. 2001 <nwzande@gmail.com>
Sent: Wednesday, July 17, 2024 6:44 PM
To: Jeffries, Brian; Simon, Lori; Anderson, Jazmin; Bauer, Joan; Boyd, Elizabeth; Dowd, Ben; Lopez, Guillermo; Qawwee, Muhammad; Washington, Jody; Chartercommission
Subject: [EXTERNAL] Ward Maps
Attachments: fivewardlansing.PNG; sixwardlansing.PNG; sevenwardlansing.PNG; eightwardlansing.PNG; ninewardlansing.PNG

See attached...







Drever, Emery

From: Candy Rice <ricemcp@live.com>
Sent: Tuesday, July 23, 2024 3:13 PM
To: Chartercommission
Subject: [EXTERNAL] Suggested change to City Charter

Commissioners:

Please consider this change to the present Lansing City Charter.

"2-103 Ineligibility For Office

.1 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 shall not be eligible to hold any City office for a period of 20 years from the date of the conviction."

Regards,
Mitch and Candy Rice
48911

Drever, Emery

From: Simon, Lori
Sent: Tuesday, July 23, 2024 11:10 AM
To: Chartercommission
Cc: Simon, Lori
Subject: CATA Transportation for Lansing City Residents to Attend Lansing City Charter Commission's Community Meetings

Good Morning Charter Commissioners:

I've drafted the following request to send to CATA to provide transportation for the citizens of Lansing to attend our public meetings. If there are no objections, I will forward this request to the Marketing Director.

Good Afternoon Director Robinson:

The Lansing City Charter Commission is reviewing our city's charter, the document that outlines how our local government works. The charter is the founding document that outlines the structure and operations of the City of Lansing, establishing the framework for its government including Powers of the City, Structure of government, the Election Process, Rights and Responsibilities of Citizens, Fiscal Management, and the Amendment Process.

The Charter Commission will be hosting community meetings at various locations throughout the City of Lansing to gain a better understanding of the changes the community members would like to see in the new charter.

We would like to partner with CATA to provide free transportation for residents who want to attend the four (4) community public meetings.

The times, dates, and locations are as follows:

Tuesday, August 20, 2024 | 6:30 p.m.
Alfreda Schmidt Southside Community Center
5825 Wise Rd, Lansing, MI 48911

Wednesday, August 28, 2024 | 6:30 pm.
Letts Community Center
1220 W Kalamazoo St, Lansing, MI 48915

Tuesday, September 3, 2024 | 6 p.m.
Allen Neighborhood Center
1611 E Kalamazoo St, Lansing, MI 48912

Saturday, September 7, 2024 | 11 a.m.
Unitarian Universalist Church
5509 S. Pennsylvania Ave. Lansing, MI 48911

Please let me know if CATA would be willing to provide this critical service to ensure accessibility to the meetings for the citizens of Lansing.

Thank you and be well!

Lori

Lori Adams Simon, MPA, CDM, CTA

Vice-Chairperson

City of Lansing Charter Commission

Lori.Simon@lansingmi.gov

517.449-5309

Drever, Emery

From: Boyd, Elizabeth
Sent: Thursday, July 25, 2024 8:45 AM
To: Simon, Lori; Chartercommission
Subject: RE: CATA Transportation for Lansing City Residents to Attend Lansing City Charter Commission's Community Meetings

Lori, thanks for sharing this draft. I'd like to comment, I just don't have enough information, including any conversations you've had with CATA officials. I know there are occasions when CATA provides free transportation, I just don't know the criteria, etc. Therefore, I'm going to defer to our chairman.

From: Simon, Lori <Lori.Simon@lansingmi.gov>
Sent: Tuesday, July 23, 2024 11:10 AM
To: Chartercommission <Chartercommission@lansingmi.gov>
Cc: Simon, Lori <Lori.Simon@lansingmi.gov>
Subject: CATA Transportation for Lansing City Residents to Attend Lansing City Charter Commission's Community Meetings

Good Morning Charter Commissioners:

I've drafted the following request to send to CATA to provide transportation for the citizens of Lansing to attend our public meetings. If there are no objections, I will forward this request to the Marketing Director.

Good Afternoon Director Robinson:

The Lansing City Charter Commission is reviewing our city's charter, the document that outlines how our local government works. The charter is the founding document that outlines the structure and operations of the City of Lansing, establishing the framework for its government including Powers of the City, Structure of government, the Election Process, Rights and Responsibilities of Citizens, Fiscal Management, and the Amendment Process.

The Charter Commission will be hosting community meetings at various locations throughout the City of Lansing to gain a better understanding of the changes the community members would like to see in the new charter.

We would like to partner with CATA to provide free transportation for residents who want to attend the four (4) community public meetings.

The times, dates, and locations are as follows:

Tuesday, August 20, 2024 | 6:30 p.m.
Alfreda Schmidt Southside Community Center
5825 Wise Rd, Lansing, MI 48911

Wednesday, August 28, 2024 | 6:30 pm.
Letts Community Center

1220 W Kalamazoo St, Lansing, MI 48915

Tuesday, September 3, 2024 | 6 p.m.

Allen Neighborhood Center

1611 E Kalamazoo St, Lansing, MI 48912

Saturday, September 7, 2024 | 11 a.m.

Unitarian Universalist Church

5509 S. Pennsylvania Ave. Lansing, MI 48911

Please let me know if CATA would be willing to provide this critical service to ensure accessibility to the meetings for the citizens of Lansing.

Thank you and be well!

Lori

Lori Adams Simon, MPA, CDM, CTA

Vice-Chairperson

City of Lansing Charter Commission

Lori.Simon@lansingmi.gov

517.449-5309

Resolution

Authorization for Charter Commission Chairperson to Execute a Contract

WHEREAS, the Charter Commission at its inaugural May 21st meeting decided to hire outside legal counsel;

WHEREAS, the Charter Commission approved an RFP to be posted for three weeks at its June 4th meeting;

WHEREAS, the Charter Commission received two responses to the RFP by its closure on June 27th;

WHEREAS, the Charter Commission interviewed representatives from both responding firms at a special meeting on July 23rd;

WHEREAS, following a scoring and deliberation period, the Charter Commission selected _____ as legal counsel;

WHEREAS, the Commission will need to enter into a contract with _____ to conduct business,

NOW, THEREFORE, BE IT RESOLVED that the Lansing Charter Commission authorizes the Chairperson to execute the contract with the Commission's Legal Counsel.

Lansing City Charter

Article 3: Legislative Branch

Table of Contents

- **Chapter 1. STRUCTURE 5**

- 3-101 City Council 5
- 3-102 Organization Of Council 5
- 3-103 Rules 6
- 3-104 Maintenance Of Order 6

- **Chapter 2. MEETINGS OF COUNCIL 6**

- 3-201 Meetings 6
- 3-202 Special Meetings 6 3-203 Quorum 6
- 3-204 Attendance At Meetings 6
- 3-205 Voting 6 3-206 Investigations 6
- 3-207 Rights And Responsibilities Of Council Members 6

- **Chapter 3. LEGISLATION 7**

- 3-301 City Action Requiring An Ordinance 7
- 3-302 Introduction Of Ordinances 7
- 3-303 Public Hearing On Ordinance 7

- 3-304 Publication After Enactment 7
- 3-305 Veto 7
- 3-306 Effective Date Of Ordinance 7
- 3-307 Expiration Of Ordinances 7

- 3-308 Emergency Ordinances 8
- 3-309 Codification Of Ordinances 8
- 3-310 Public Peace, Health And Safety 8

- **Chapter 4 - INTERNAL AND EXTERNAL AUDITS 8** 3-401 Internal Auditor 8

- 3-402 Powers And Duties 8
- 3-403 Limitations 8
- 3-404 External Audit 8

- **Chapter 5. COUNCIL STAFF 9**

- 3-501 Council Staff 9

Chapter 1. STRUCTURE (p. 5-6)

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.

Chapter 1. STRUCTURE (p. 6) [CTD]

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 (6)

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.

Chapter 2. MEETINGS OF COUNCIL (6) [CTD]

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 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.**

Chapter 2. MEETINGS OF COUNCIL (6) [CTD]

3-203 Quorum

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.

Chapter 2. MEETINGS OF COUNCIL (6) [CTD]

3-205 Voting

.1 An action of the Council shall become effective with an affirmative vote of five Council members voting, 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 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.

.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.

Chapter 2. MEETINGS OF COUNCIL (6-7) [CTD]

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.

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.
- .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.

Chapter 3. LEGISLATION (7)

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.

Chapter 3. LEGISLATION (7) [CTD]

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.

Chapter 3. LEGISLATION (7) [CTD]

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.
- .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.

Chapter 3. LEGISLATION (7) [CTD]

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.

Chapter 3. LEGISLATION (7) [CTD]

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 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 weeks of the notice of veto.

Chapter 3. LEGISLATION (7) [CTD]

3-306 Effective Date Of Ordinance

- .1 Every published ordinance shall become effective at 12:01 a.m. on the 30th 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.

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.

Chapter 3. LEGISLATION (8) [CTD]

3-308 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.

Chapter 3. LEGISLATION (8) [CTD]

3-309 Codification Of Ordinances

- .1 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 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.
- .3 This compilation 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 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.

3-310 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 (8)

3-401 Internal Auditor

- .1 The City Council shall appoint a qualified person as the Internal Auditor.
- .2 The Internal Auditor shall be responsible to the City Council and may be removed by a majority of the City Council members serving.

3-402 Powers And Duties

- .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:
 - 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.

Chapter 4 - INTERNAL AND EXTERNAL AUDITS (8) [CTD]

3-402 Powers And Duties [CTD]

.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.

Chapter 4 - INTERNAL AND EXTERNAL AUDITS (8-9) [CTD]

3-403 Limitations

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.

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 manner that the Council determines and copies thereof 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.

Chapter 5. COUNCIL STAFF (9)

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.