

City of Lansing Charter Commission

Regular Meeting Agenda



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

August 13, 2024 at 6:30 PM

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Minutes

- A. Minutes 7.30.2024

5. Public Comment

- A. People wishing to share public comment virtually may do so. The deadline to register to comment this way is 6PM, 30 minutes before the start of the meeting. Sign up at this link: <https://events.gcc.teams.microsoft.com/event/4979b3f7-17e1-4ebd-8f9c-86e401049866@87509dec-095b-4ff8-ba5a-0035cdfc715d>

6. Officer Reports

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

7. Old Business

- A. Legal Counsel Deliberation and Selection
- B. Community Meetings Update
 - i. Rental Cost
 - ii. Adopt Community Meetings Agenda

8. New Business

- A. Article 4 Overview
- B. Broad Authorization for Chair to Sign Contracts

9. Public Comment

10. Commissioner Remarks

11. Adjournment

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

Minutes for the City of Lansing Charter Commission

Regular Meeting | Tuesday, July 30, 2024, 6:30 PM

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 (excused)

Staff Present: City Clerk Swope, Chief Deputy Clerk Jackson, Deputy Clerk Drever

Call to Order

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

Roll Call

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

Chair Jeffries noted that Commissioner Boyd's absence is excused.

Vice Chair Adams Simon moved to amend the agenda to add the postcard translation.

Motion Carried.

Public Comment

Nicklas Zande spoke about reimagining Council's power to override vetoes in Article 3 of the Charter, and Council having the first say in appointments across the City.

Farhan Sheikh-Omar spoke about Item 6.A, Legal Counsel Deliberation and Selection.

Annie Jantz spoke about homelessness in Lansing and standards for shelters.

Minutes

A. July 16, 2024, Regular Meeting Minutes.

Moved by Commissioner Qawwee to approve the July 16th Regular Meeting minutes as presented.

Motion Carried.

B. July 23, 2024, Special Meeting Minutes.

Moved by Commissioner Lopez to approve the July 23rd Special Meeting minutes as presented.

Motion Carried.

Officer Reports

A. Chair

Chair Jeffries explained there is no conflict of interest regarding his role at MSU.

B. Vice-Chair

Vice-Chair Adams-Simon reported she is working with CATA to provide free transportation to community meetings.

C. Clerk

Clerk Swope reported that the postcards are printed and being mailed. He provided an update about streaming to Facebook, which will be available for the Commission in September.

Old Business

A. Legal Counsel Deliberation and Selection

The Commissioners deliberated about the candidates for Legal Counsel.

Moved by Commissioner Washington to postpone the voting until further information is provided.

Motion Carried.

New Business

A. Authorization for Chair to sign Legal Counsel Contract

No action taken.

B. Article 3 Overview

The Commissioners discussed and reviewed Article 3 of the City Charter.

C. Translation of Postcards

Moved by Commissioner Dowd to authorize the purchase of translation services for the digital postcard.

Motion Carried.

Public Comment

Paula Simon spoke about Section 3-303 of the City Charter, informing the public of public hearings for ordinances and about the need for oversight for the Board of Water and Light.

Nicklas Zande spoke about time limits for public presentations to City Council, Board of Water and Light oversight, how City Council handles appointments, and the amount of City Council members and wards.

Farhan Sheikh-Omar spoke about Charter Commission spending.

Commissioner Remarks

Commissioner Washington spoke about updating the Charter Commission website.

Commissioner Anderson offered suggestions on the Charter Commission website.

Adjournment

The meeting was adjourned by Chair Jeffries at 7:34 PM.

Drever, Emery

From: Simon, Lori
Sent: Tuesday, August 6, 2024 6:41 PM
To: Chartercommission
Cc: Swope, Chris; Jackson, Brian; Drever, Emery
Subject: CATA

Good Evening Commissioners:

I've secured free transportation for our community members to attend our community meetings.

I will have a report and passes available to distribute to community members, have them available at the City Clerk's office, and at Tuesday's meeting along with information on bus routes.

The CATA contact is Lolo Robison, CATA Marketing Director. Choima Lewis will attend Tuesday to briefly explain to the public how to use the transit app that explains how to map out your routes from around the city during my VC report.

Please let me know if you have any questions or concerns.

VC Simon

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Drever, Emery

From: Mitch Rice <ricem1957@gmail.com>
Sent: Monday, July 29, 2024 12:40 PM
To: Chartercommission
Subject: [EXTERNAL] candidate filing fee

Charter change:

Based on the changes in the equating value of in 2024 compared to 1978, I believe the filing fee for a candidate for an elected office for the City of Lansing, should be changed to \$500.

Regards,
Mitch Rice

Drever, Emery

From: Randy Dykhuis <rwdykhuis@outlook.com> on behalf of Randy Dykhuis <randy@dykhuis.net>
Sent: Tuesday, August 6, 2024 9:49 PM
To: Chartercommission
Subject: [EXTERNAL] Charter commission language submission
Attachments: Sustainability in the charter.pdf

On behalf of the board of Capital Area Friends of the Environment, I am submitting suggested revisions for the Lansing City Charter. These revisions reflect our belief that Lansing needs formal bodies that can provide much needed guidance and direction to sustainability efforts within the city. With climate change playing a larger and larger role in the everyday lives of Lansing residents, it is now a necessity to have a Sustainability Department in the administration and a board on environmental affairs and sustainability to advise city council and the mayor. In addition, we believe that the way that boards and commissions are appointed needs to change so that administrative boards can provide strong, independent oversight of the departments they govern.

Our amendments would do the following:

- Create a Sustainability & Environmental Affairs Department within the executive branch
- Change the appointment process for all boards & commissions
- Modify the structure of administrative boards to include city council representatives
- Make all members of the BWL board voting members
- Create a Board of Sustainability & Environmental Affairs to advise Council & the mayor

The attached document provides suggested language for these charter modifications. We strongly urge the charter commission to adopt these amendments.

The CAFE board would be happy to meet with you at your August 13 and/or August 20 meetings to discuss these amendments and the reasoning behind them.

New charter language is highlighted.

ARTICLE 4 – EXECUTIVE BRANCH

Chapter 3. DEPARTMENTS

4-309 Sustainability and Environmental Affairs Department

.1 The Director of Sustainability and Environmental Affairs shall be the administrative head of the Department of Sustainability and Environmental Affairs and shall be responsible to the Mayor for the sustainability, environmental affairs activities, environmental justice within the City.

.2 Any agency with the knowledge of the Director of Sustainability and Environmental Affairs may undertake the study of any sustainability or environmental matter within the scope of its duties.

.3 The Department of Sustainability and Environmental Affairs shall receive all reports concerning sustainability or environmental matters, environmental justice, and other information that it requests.

.4 The director shall, with the head of any agency involved, evaluate all reports and information received by the department in the light of the policies, programs and priorities of the adopted sustainability plan.

.5 The director shall be responsible for providing the Sustainability and Environmental Affairs Board with staff and all information necessary for the Board to carry out its assigned duties under Sections 5-701 and 5-702 of this Charter.

.6 The department shall prepare plans for the City and its various departments when such plans involve the character, location and extent of activities and facilities which impact on the natural environment of the City.

ARTICLE 5 – BOARDS AND COMMISSIONS

Chapter 1. GENERAL PROVISIONS FOR BOARDS

5-103 Appointment of Board Members

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

.8 With the exception of administrative boards, each Board established by this Charter shall be composed of eight members. Four members shall be from the City at-large and one member shall be appointed from each of the four wards of the City. Administrative boards shall be composed of eight members. Two members shall be from the City Council, two members from the City at-large and one member shall be appointed from each of the four wards of the City.

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

Chapter 7. BOARD OF SUSTAINABILITY & ENVIRONMENTAL AFFAIRS

5-701 Duties

.1 The Board of Sustainability and Environmental Affairs, hereinafter known as the Board, is established pursuant to Article 5, Chapter I of this Charter and shall have all the powers, duties and responsibilities of advisory boards in addition to the following duties:

.2 The Board shall review and approve the departmental budget before its submission to the Mayor.

.3 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the department's activities during the previous year and proposals for future plans.

5-702 Investigatory Power

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

Drever, Emery

From: Cheryl Iree <cheryliree@hotmail.com>
Sent: Tuesday, August 13, 2024 2:31 PM
To: Chartercommission
Subject: [EXTERNAL]

I'm interested in the mayor and his management team being held accountable and while I'm not truly trustful of city managers as I've seen them used politically and supported in doing great harm, I voted for this commission to made these positions accountable. How can you do that? I'm also more concerned about the citizens than the businesses so am not completely trustful of this commission's biases

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Drever, Emery

From: Mick Teti-Beaudin <teti.beaudin@gmail.com>
Sent: Tuesday, August 13, 2024 2:44 PM
To: Chartercommission
Subject: [EXTERNAL] ethical investment clause

Dear Members of the Charter Commission:

I'm writing as a concerned Lansing citizen. I ask that you include an ethical investment clause in the Lansing City Charter, which prohibits investment in the following:

- nation-states engaged in illegal occupation, annexation, and apartheid
- weapons manufacturing / military tech systems / surveillance systems
- private prisons or detention centers
- industries that are dangerous to human life and our natural resources

This is an exciting opportunity to make the city charter reflect the values and concerns of Lansing citizens. We deserve an investment strategy that uplifts our local communities, rather than investing in doing further harm.

Respectfully,

Mick Teti-Beaudin
Lansing resident

CATA Transportation for Lansing City Charter Commission's Community Meetings

- **Tuesday, August 20, 2024 | 6:30 p.m.**

Alfreda Schmidt Southside Community Center

5825 Wise Rd, Lansing, MI 48911

Route 9

Monday – Friday 5:55 a.m. - 10:50 p.m.

Monday – Friday Buses run every 30 min all day

- **Wednesday, August 28, 2024 | 6:30 pm.**

Letts Community Center

1220 W Kalamazoo St, Lansing, MI 48915

Route 9

Monday – Friday 5:55 a.m. - 10:50 p.m.

Monday – Friday Buses run every 30 min all day

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

Allen Neighborhood Center

1611 E Kalamazoo St, Lansing, MI 48912

Route 15

Monday – Friday 6:40 a.m. - 7:10 p.m.

Monday – Friday Buses run every 60 min all day, with breaks in service

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

Unitarian Universalist Church

5509 S. Pennsylvania Ave. Lansing, MI 48911

Route 8

Saturday 7:24 a.m. - 11:21 p.m.

Saturday Buses run every 30 min all day

CATA Transit Toolbox: cata.org/transit

CATA Customer Experience: 517-394-1000



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.

To: Lansing City Charter Commission

From: Emery Drever, Deputy City Clerk

Re: Unitarian Universalist Facility Rental Cost

For the community meeting on Saturday, September 7th, the Unitarian Universalist Church has a facility rental fee of \$175. This cost covers the cost of an in-house Audio-Visual Technician to be onsite to facilitate the technological access of the meeting.

Questions can be directed to myself, or the facility contact, Adam Bouverette. Phone: (517) 351-4081, Ext. 107 Email: abouverette@uulansing.org

City of Lansing Charter Commission Special Community Meeting Agenda

Alfreda Schmidt Community Center
5825 Wise Rd. Lansing, MI 48910



August 20, 2024 at 6:30 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Overview**
- 4. Public Comment**
- 5. Commissioner Remarks**
- 6. Adjournment**

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Lansing City Charter

Article 4 – Executive Branch

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Chapter 1. MAYOR (p.9)

4-101 Mayor The Mayor shall be the chief executive officer of the City of Lansing and shall devote full time to the service of the City. The Mayor shall exercise all of the powers and duties granted to the Mayor by law or this Charter.

4-102 Obligations Of Leadership

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

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

.3 The Mayor shall recommend to the City Council I from time to time, proposals for meeting the needs and addressing the problems of the City.

Chapter 1. MAYOR (p.9) [CTD]

4-102 Obligations Of Leadership [CTD]

.4 No later than the last regular City Council meeting in January of each year, the Mayor shall present a state of the City report to the City Council and to the public, outlining the activities of each of the departments and agencies of the City, their existing programs and services and an analysis of their adequacy. The report shall contain the Mayor's observations on the effectiveness of the organization of the several departments and agencies of the City and any recommendations for reorganization to increase efficiency, effectiveness and economy of operation. The report shall also contain a summary of the financial conditions of the city.

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

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

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

.8 The Mayor shall make an annual report to the City Council which shall itemize all the interests in real property owned by the City. The report shall include the status of all parcels and an analysis and recommendation for the appropriate management and use of each.

Chapter 1. MAYOR (p.9) [CTD]

4-102 Obligations Of Leadership [CTD]

.9 The Mayor shall be responsible for reducing any unlawful discrimination and increasing mutual understanding among the residents of the community.

.10 The Mayor shall make an annual report on the status of affirmative action programs of the City.

.11 The Mayor shall receive, investigate, and respond to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.

.12 The Mayor may delegate any of the duties described in Sections 4-102.5, 4102.7, 4-102.9 and 4-102.11 to another officer of the city by filing notice of specific delegation with the City Clerk.

Chapter 2. EXECUTIVE STAFF (p.9-10)

4-201 Executive Assistant To The Mayor

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

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

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

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

Chapter 3 DEPARTMENTS (p.10)

4-301 Organization Of Departments

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

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

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

(B) Finance Department (Section 4-302)

(C) Fire Department (Section 4-303)

(D) Law Department (Section 4-304)

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

(F) Planning Department (Section 4-306)

(G) Police Department (Section 4-307)

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

Chapter 3 DEPARTMENTS (p.10) [CTD]

4-301 Organization Of Departments [CTD]

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

These include:

- (1) Air Pollution
- (2) Building Inspection and Safety
- (3) Central Garage
- (4) City Market
- (5) Civic Center
- (6) Community Development
- (7) Data Processing
- (8) Emergency Services
- (9) Housing Commission
- (10) Housing and Redevelopment
- (11) Human Relations
- (12) Human Resources

Chapter 3 DEPARTMENTS (p.10) [CTD]

4-301 Organization Of Departments [CTD]

(13) Municipal Parking System

(14) Personnel

(15) Program Coordinator

(16) Property Management

(17) Purchasing

(18) Safety

(19) Traffic

(20) Weights and Measures

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

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

Chapter 3 DEPARTMENTS (p.10) [CTD]

4-301 Organization Of Departments [CTD]

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

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

Chapter 3 DEPARTMENTS (p.10-11) [CTD]

4-302 Finance Department

- .1 The Director of Finance shall be the administrative head of the Department of Finance and shall be responsible to the Mayor for the provision of financial services to the City in a manner consistent with the best practices therefore.
- .2 The Department of Finance shall be in charge of the divisions of Accounting, Assessments, Budget Management, Income Tax, and Treasury.

4-303 Fire Department

- .1 The Fire Chief shall be the administrative head of the Fire Department and shall be responsible to the Mayor for the provision of its fire protection services, fire prevention services and such other services as may be assigned to it by the City. All services shall be rendered to the city in a manner consistent with the best standards and practices.
- .2 The Fire Chief shall be appointed by the Mayor from candidates recommended by the Board of Fire Commissioners.
- .3 The Mayor may suspend the Fire Chief and shall notify the Board of Fire Commissioners of the reasons for the suspension. The Board shall convene at the earliest opportunity after the suspension and shall determine, by a majority of the Board serving, whether the suspension shall continue. The Fire Chief may be removed by the Mayor only with the concurrence of a majority of the Board serving.

Chapter 3 DEPARTMENTS (p.11) [CTD]

4-303 Fire Department [CTD]

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

.5 The Department shall maintain and operate such ambulance, inhalator, and other life saving and emergency services as the welfare of the inhabitants of the City may require and as the Council may direct.

4-304 Law Department

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

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

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

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

Chapter 3 DEPARTMENTS (p.11) [CTD]

4-304 Law Department [CTD]

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

.6 No board or officer shall employ or retain special counsel in any matter relating to the affairs of the city without first securing the approval of such employment or retainer by the City Council. The City Council shall act only after requesting the City Attorney's written opinion.

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

4-305 Parks And Recreation Department

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

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

Chapter 3 DEPARTMENTS (p.11) [CTD]

4-306 Planning Department

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

Chapter 3 DEPARTMENTS (p.11-12) [CTD]

4-307 Police Department

.1 The Chief of Police shall be the administrative head of the Police Department and shall be responsible to the Mayor for the provision of Police service to the City.

.2 The Chief of Police shall be appointed by the Mayor in consultation with the Board of Police Commissioners and subject to confirmation by a majority of the members of the Board of Police Commissioners serving.

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

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

.5 The police officers shall have and exercise all the immunities, privileges and powers of peace officers granted bylaw, for the preservation of quiet, good order and for the safety of persons and property. They shall possess and exercise the powers of arrest granted to peace officers by law, and shall promptly take any person who is arrested before the proper magistrate or court to be dealt with according to law. Violations of City ordinances shall be deemed to be misdemeanors for the purpose of establishing the power of police officers in making arrests.

Chapter 3 DEPARTMENTS (p.12) [CTD]

4-308 Public Service Department

- .1 The Director of Public Service shall be the administrative head of the Department of Public Service and shall be responsible to the Mayor for the maintenance and operation of the public works and service facilities of the City in a manner consistent with the best practices therefore.
- .2 The Department of Public Service shall be in charge of those agencies and programs responsible for the provision of construction, engineering, maintenance, sewage and waste disposal services and facilities, and traffic.
- .3 Persons appointed to serve as Director of Public Service and City Engineer shall be registered Professional Engineers of the State of Michigan.

Chapter 4 - DEPARTMENT AND AGENCY HEADS (p.12)

4-401 Heads Of Departments

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

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

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

.4 The head of each department of the City shall be responsible to the Mayor for the administration of the department and shall, under direction of the Mayor, implement the policies, including affirmative action, as expressed in the ordinances and resolutions of the City Council.

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

Chapter 4 - DEPARTMENT AND AGENCY HEADS (p.12)[CTD]

4-402 Heads Of Agencies

- .1 The head of an agency or division may also serve as the head of a department.
- .2 The head of each agency or division within a department shall be appointed by the department head unless this Charter or an ordinance provides for appointment by the Mayor.
- .3 Whenever an agency or division head is appointed by the Mayor, the appointment shall be subject to the provisions of Section 4-401 of this Charter.
- .4 Notwithstanding the provisions of any ordinance, the Mayor shall appoint the Treasurer, the Assessor, and the Chief Personnel officer.

Chapter 5. CLERK (p.12)

4-501 City Clerk.

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

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4-501 City Clerk. [CTD]

.9 The City Clerk shall be the chief elections officer of the City.

4-502 Chief Deputy City Clerk

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

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

Resolution

Authorization for Charter Commission Chairperson to Execute a Contract

WHEREAS, the Charter Commission will, from time to time, enter into agreements with different parties;

NOW, THEREFORE, BE IT RESOLVED that the Lansing Charter Commission authorizes the Chairperson to execute contracts on behalf of the Commission.

BE IT FURTHER RESOLVED, the Chairperson should update the Commission in their Officer Report of any execution of contracts.