



OFFICE OF MAYOR VIRG BERNERO
124 W. MICHIGAN AVENUE – NINTH FLOOR
LANSING, MI 48933

TO: ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER 2010-02 –

TRANSFER OF TRANSPORTATION OFFICE FROM THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT TO THE DEPARTMENT OF PUBLIC SERVICE

TRANSFER OF THE DEPARTMENT OF PUBLIC SERVICE RIGHT-OF-WAY ENFORCEMENT STAFF TO THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT

TRANSFER OF THE DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT OF PARKS AND RECREATION GROUNDS MAINTENANCE CREWS AND THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT TRANSPORTATION AND PARKING DIVISION FACILITIES MAINTENANCE CREWS TO THE DEPARTMENT OF PUBLIC SERVICE

In the face of unprecedented financial constraints, the City of Lansing must endeavor to provide essential city services in the most efficient and cost-effective manner practicable. In accord with my responsibility under the City Charter to achieve this goal, I find that there are efficiencies to be gained by consolidating separate organizational structures where work duties and responsibilities overlap.

Because of the overlapping duties and responsibilities, I deem consolidation appropriate in the following three instances: First, the Department of Public Service (“DPS”) and the Transportation Office in the Department of Planning and Neighborhood Development (“DPND”) both have responsibilities for management of the City’s street system and implementation of the City’s commitment to creating a walkable and bikeable community. Second, the DPS and the DPND share responsibility for code enforcement, with the DPS responsible in the public right-of-way and the DPND responsible in adjoining private property. Third, the DPS and the Department of Parks and Recreation Department (“DPR”) share work responsibilities for maintenance of the grounds of city-owned properties.



Thus, I conclude that consolidation of these respective corresponding functions and the personnel who carry out these duties and responsibilities into single structures will allow for a reduction in costs while meeting the City's needs. As part of these consolidations, an organizational structure and staffing plan has been developed to provide for meeting needed responsibilities while reducing costs by more than \$1 million annually across all funds.

Therefore, pursuant to Section 4-301.7 of the Lansing City Charter, I hereby issue the following Order:

EXECUTIVE ORDER

I. TRANSFER OF THE TRANSPORTATION OFFICE FROM THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT TO THE DEPARTMENT OF PUBLIC SERVICE

The transportation planning and traffic regulating functions of the Transportation Office of the DPND are hereby transferred to the DPS as a means of ensuring streamlined planning, construction, maintenance and overall management of the city's street system and for implementing the City's commitment to creating a walkable and bikeable community.

II. TRANSFER OF THE DEPARTMENT OF PUBLIC SERVICE RIGHT-OF-WAY ENFORCEMENT STAFF TO THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT

The current functions of the DPS for code enforcement in the public right-of-way (through its Waste Reduction Services Division) is hereby transferred to the Code Compliance Division of the DPND. The Code Compliance Division is currently responsible for enforcement on private property and this consolidation of compliance efforts will be beneficial.

III. TRANSFER OF DEPARTMENT OF PARKS AND RECREATION GROUNDS MAINTENANCE RESPONSIBILITIES TO THE DEPARTMENT OF PUBLIC SERVICE; TRANSFER OF PARKING DIVISION GROUNDS MAINTENANCE RESPONSIBILITIES TO THE DEPARTMENT OF PUBLIC SERVICE

The grounds maintenance functions of the DPR and the grounds maintenance functions of the Parking Division of the DPND are hereby transferred to the DPS. The Operations and Maintenance Division of the DPS will assume the operational responsibilities for grounds maintenance of all parks properties and all grounds maintenance activities currently being performed by the Parking Division of the DPND.

A Grounds Priority Governance Committee is hereby established to prioritize the work to be done and to monitor performance with respect to these priorities. This Committee will be made up of the Directors of the DPND, the DPR, and the DPS; and the Mayor's Chief-of-Staff.

This transfer of responsibilities consolidates the responsibilities of three city departments with respect to grounds maintenance, including mowing and snow removal on roads and sidewalks, and will significantly reduce costs. This will also allow greater flexibility for responding to major seasonal events, including early spring mowing of parks and cemeteries, winter snow emergencies, preparation for special events, and severe storm events.

IV. REVOCATION OF PRIOR EXECUTIVE ORDERS

Executive Order 1999-01 (Transportation Engineering & Parking System Reorganization), as well as any other Executive Orders in contravention of this Executive Order, are hereby rescinded.

This Executive Order, signed on this 29th day of March, 2010, shall remain in effect until it is rescinded or superseded.

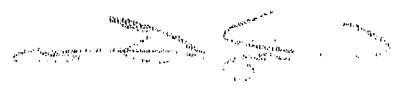


Virg Bernero, Mayor of Lansing

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also notes that records should be kept for a sufficient period of time to allow for a thorough audit.

RECOMMENDATIONS FOR IMPROVING RECORDS

The following recommendations are intended to help organizations improve their record-keeping practices. First, it is recommended that all transactions be recorded promptly and accurately. Second, records should be organized in a logical and consistent manner. Third, it is important to ensure that records are secure and protected from unauthorized access. Finally, regular audits should be conducted to verify the accuracy and completeness of the records.



John Doe, Director