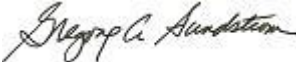


CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 81-02	DATE: 1981
REVISIONS: 12/22/82; 1/31/85; 4/86; 7/28/94; 2/1/2017; 6/13/17; 10/13/17	
ISSUED BY: City Manager	SIGNED: 

SUBJECT: CITY COMMISSION AGENDA

PURPOSE: To establish and clarify the procedures for presenting agenda items for consideration by the City Commission.

POLICY:

General

Items to be placed on the City Commission agenda should be limited to policy matters, legal actions requiring specific Commission approval, or matters for presentation or discussion to achieve a specific purpose.

It is the responsibility of each Department Director to review any significant policy issues with the City Manager or if applicable, the Managing Director to whom they report prior to submitting the agenda item for review.

A notice of time changes will be issued by the City Manager's office to reflect appropriate time or date adjustments in consideration of holidays or other factors interrupting the normal agenda preparation schedule.

The City Manager will have the final authority to approve all items for the City Commission Agenda.

A. Initiating Authority

In addition to the City Manager and Managing Directors, items for consideration by the City Commission may only be submitted by Department Directors and Division Heads, or on behalf of the same. Any item that is prepared for review, information, or action by the City Commission shall be approved by the Department Director or, in his/her absence, by the Deputy or Assistant to the Department Director.

B. Form of Agenda Item

1. All agenda items should include a cover memorandum addressed to the responsible Committee Liaison that sets forth clearly the following:
 - a. The nature of the item.
 - b. The recommended action, and, if appropriate, the alternatives considered.
 - c. The benefits and consequences of taking or not taking the action.
 - d. Any other pertinent information including background information such as previous action by the Commission.
2. Any agenda item recommending passage of a specific resolution or ordinance should have the electronic documentation attached.
3. All resolutions should have the recommended action included in the lower portion of the resolution (Content C) which becomes the official action of the City Commission.
4. Any agenda item recommending the approval of a contract, agreement, easement, etc., may have an electronic copy of the recommended document attached.

C. Submitting of Items in the Legislative Management System (Minute Traq)

Any legal document requiring specific action by the City Commission must have the approval of the City Attorney.

1. All agenda items incorporating contracts, agreements, easements, deeds, etc. must be submitted to the City Attorney's office for legal review at least one week prior to the Commission meeting in which it will be considered. (Contracts, agreements, etc., may be submitted electronically with the agenda item. - see Item E-2 of this Policy for further information regarding submission of contracts)
2. All other agenda items requiring legal review must be submitted to the Attorney's office via the Legislative Management System (Minute Traq) no later than 12:00 p.m. (Noon) on the Wednesday preceding the Commission meeting. This would include items containing resolutions, licenses or ordinances.
3. After the City Attorney's approval, the electronic agenda items approved by that office proceed electronically to the City Manager's office no later than 5:00 p.m. on the Wednesday preceding the Commission meeting.
4. Incomplete items will be electronically rejected to the originating departments. Late items risk being held for the next meeting.

D. Emergency Items

Except for officials who are directly responsible to the City Commission, items may not be brought to the Commission on an emergency basis unless the item has been approved by the City Manager. It shall be the responsibility of the initiating department to document the emergency nature of any such request. All such emergency or "walk on" items must be considered at the Committee of the Whole.

1. Obtain approval to walk on or add the item from the City Manager. Prepare the appropriate electronic agenda item in the Legislative Management System (Minute Traq).
2. Electronically obtain approval from the City Attorney.
3. Cover memo and resolution should have "SUSPEND THE RULES" as part of the formal title and in the Resolution
4. Contact the City Manager to assure that the Mayor is informed that a rule suspension is necessary.

E. Agreements, Contracts, and Deeds

1. Prior to obtaining City Commission approval, make sure that the party signing the contract or agreement is in agreement with the terms and conditions, and that they will sign the approved contract.
2. All original agreements, contracts, etc., are to be held by the originating department until after approval of the City Commission. After City Commission approval and proceeding numbers are assigned by the City Clerk, the department shall route the document in accordance with the "Document Routing Form." When routing approved documents, signatures from any party outside the City should be obtained first.
3. Upon receipt of the "Document Routing Form" with the original documents, the City Attorney's Office will approve same for the Mayor's signature and forward to the Mayor for execution. The Mayor's Office will then forward the documents to the City Clerk's Office where they will attest the Mayor's signature, file the original document, forward one copy to the City Comptroller, and City Attorney, and then return two (2) copies to the originating department's contact person, one of which shall be forwarded to the contractor or other appropriate party.
4. It shall be the responsibility of the originating department to ensure that all agreements, contracts, and deeds are executed in the manner described in Section E (1-3) of this Policy.

F. Executive Session

Items may be discussed in closed session with the City Commission pursuant to the provisions of the Open Meetings Act. Please refer to City Commission Policy 200-01 for further information.

Requests for discussion of items in an Executive Session must be made via a memo to the Mayor from the City Attorney and/or the City Manager. Such memo should state the general nature of discussion, and the amount of time necessary for discussion. All documents, including letters, memos, position papers, etc. should be brought to the Executive Session; these informational items should not be distributed as part of the Agenda Packet or as information items. Consult the City Attorney's office if you have questions relating to what topics may or may not be discussed in Executive Session.

G. Pending Items

1. Any agenda item(s) tabled or otherwise unresolved at Standing Committee meetings shall be electronically rejected back to the originating Managing Director (or Department Director) following the City Commission meeting in which the item was presented.
2. It shall be the responsibility of the Managing Director (or Department Director) originating the item to electronically resubmit it for agenda consideration at the time designated, or when any necessary follow-up is completed.
3. The City Clerk's Office shall coordinate with the Executive Office to note items that remain unresolved, and that will need to be resubmitted for agenda consideration.

H. Information Items

1. Petitions and Communications to the Mayor and City Commission are included in the agenda packet under "Petitions and Communications".
2. Information Items must be electronically submitted for all public hearings and ordinances in order to provide the necessary background information for consideration.
3. It shall be the responsibility of the department initiating a public hearing to submit a corresponding Information Item in the same manner as any other item being submitted for the agenda.

I. City Commission Day Agenda Item Changes

It shall be the responsibility of the originating department to notify the City Clerk's office of any agenda item revisions or additions. The City Clerk's office will provide the originating department with information regarding the next steps in the process.

J. **Assignment of Items to Standing Committees**

1. Committee of the Whole

- General Policy Matters
- New Concepts or Projects
- New and Annual Contracts
- Amendments to the City Code
- Collective Bargaining Agreements
- Alcoholic Beverage License Requests
- Non-routine Items
- Items that Legally Require Full Committee Discussion or Approval
- Presentation of Awards

2. Fiscal Committee

- Most Financial Matters
- Lease/Use Agreements
- Contract Addendums, Amendments, and Extensions
- Budget Ordinance Amendments
- Routine Salary Ordinance Amendments
- Claims
- Bids
- Reports of Financial Officers
- Litigation Settlements

3. Community Development Committee

- Matters relating to the Physical Development of the City
- Sale of Vacant Land
- Rehabilitation Matters
- Infrastructure Items
- Construction Issues
- Commercial/Industrial District Matters
- Vacation of land
- Plat Approvals

4. Committee on Appointments

- All Mayoral Appointments
- All Appointments by City Commissioners
- City Manager's Appointments to various Boards and Commissions
- Discussion Items
- Vacancy List