



*CITY OF GRAND RAPIDS*

# ADMINISTRATIVE POLICY

NUMBER: 82-04	DATE: December 1982
REVISIONS: 2/6/84; 10/24/89	
ISSUED BY: City Manager	SIGNED: <i>Wm. F. Kimball</i>

**SUBJECT: LEGISLATIVE LIAISON**

**PURPOSE:** To identify the City's Legislative Liaison and to establish a process for responding to and proposing legislation for the benefit of the City.

**POLICY:**

- I. Legislative Liaison: The City Manager or his designee shall be the Legislative Liaison for the City of Grand Rapids and shall be responsible for the administration of the City's legislative program which shall include the following functions:
  - A. Arrange for meetings with legislators who represent the Grand Rapids area, and establish a communication channel between those legislators and the City of Grand Rapids.
  - B. Act as a resource to area legislators in arranging for research on the impact of proposed legislation upon the City.
  - C. Review all proposed legislation with potential impact on the City of Grand Rapids.
  - D. Alert Service Group and Department Directors to particular pieces of proposed legislation that may impact on their operations or services, and solicit research, comment and advise on desirable City positions.
  - E. Inform the Mayor and City Commission of legislation with major ramifications for the City.
  - F. Routinely track the progress of legislation.
  - G. Communicate the City's position on proposed legislation to area legislators.
  - H. Coordinate lobbying efforts.

- I. Formulate and propose ideas for new legislation that is needed which would benefit the City's operation and services.
  - J. Coordinate the Annual Legislative Reception and all other special legislative events.
- II. Responsibilities of Service Group Directors and Department/Office Directors.
- A. Notify the City Manager of proposed or needed legislation.
  - B. Monitor newsletters, bulletins, professional associations, and other sources which may provide information about proposed or needed legislation.
  - C. At the request of the City Manager, provide all necessary research on proposed legislation including formulation of a recommended City position.
  - D. Attend meetings as requested by the City Manager, to formulate action plans for specific legislation under consideration.
- III. Communication with State and Federal elected and appointed officials:
- A. All communications from City Staff with the City's lobbyist, elected or appointed officials shall be through the City Manager. Specifically, this shall mean that any written correspondence, request to give testimony or other contact with the City's lobbyist or legislators, must first be discussed with and approved by the City Manager or the Manager's designee.