



*CITY OF GRAND RAPIDS*

# ADMINISTRATIVE POLICY

NUMBER: 88-01	DATE: 1/11/88
REVISIONS: 4/15/91	
ISSUED BY: City Manager	SIGNED <i>W. M. F. - 1/11/88</i>

**SUBJECT: CITY COMMISSION POLICY MANUAL**

**PURPOSE:** To establish procedures for submitting proposed policies to the City Commission and to create a Policy Manual in accordance with City Commission Policy Number 100-01.

**POLICY:**

A. Definition of a City Commission Policy

A policy describes a plan or course of action that is designed to influence and determine decisions, actions, and other matters that are within the City Commission's prerogative and are not covered by statute, charter or ordinance. City Commission policies are adopted through formal resolution of the entire City Commission. Policies can be used to establish guidelines for making decisions or to authorize the City Manager to carry out a particular function. City Commission policies should not be used to describe a program or budget, to set fees or to establish a board, committee or taskforce. Additionally, there are certain matters which are more appropriately contained within formats other than a City Commission policy. These include the following:

1. An Administrative Policy: Rules or procedures to be applied to a large segment of the organization and which deal in an area in which the City Manager has authority to make discretionary judgements based on his/her own knowledge or of pre-existing rules which he/she is empowered to interpret.
2. Operating Procedures: Specific instructions for staff on how to deal with certain problems or situations that may develop in the course of day-to-day operations.

3. Ordinance: An ordinance is a local law of the City, enacted by the City Commission, which prescribes general, uniform and permanent rules of the conduct of government.

B. Initiating Authority

The City Manager may recommend adoption, amendment or rescission of a policy to the City Commission. Department Directors and Service Group Directors shall submit all proposed policies including amendments and rescissions to the City Manager for his/her review prior to submitting them for City Commission consideration.

C. Submission of Proposed Policy for City Commission Agenda

City Commission policies are to be submitted for inclusion as an agenda item. All recommended new policies, as well as amendments or rescissions of existing policies, must be accompanied by a cover memo and a resolution addressed to the Committee of the Whole. If an existing policy is to be amended or rescinded, the policy number should be referenced in the bottom part of the resolution and an entire copy of the policy attached to the resolution.

Items must be submitted to both the City Attorney's Office and City Manager's Office, per the schedule to review and approve items for the City Commission agenda.

D. Form

City Commission policies are to contain the following information when prepared by departments:

Subject: statement of the main topic of the policy in the form of a title

Purpose: brief statement regarding the reasons for establishing the policy

Policy: details of the guidelines set forth by the policy

Department: name of department or office which has primary jurisdiction

E. Coding and Distribution

The City Manager's Office will be responsible for coding, filing, and upkeep of the City Commission Manual and for distribution of policies to City staff and officials. Once a policy has been approved by the City Commission, the City Manager's Office will coordinate with the Clerk's Office to obtain its City Commission proceeding number and to code and distribute it. The City Manager's Office will copy policies onto official "City Commission Policy" forms for distribution. It is the responsibility of the Manual holder to keep their manual up-to-date and secure.

Policies shall be coded under the service group or department which has major responsibility for the policy's implementation and/or enforcement consistent with the coding system for the City Commission Policy Manual. That department is also responsible for seeing that needed revisions or other action are brought to the attention of the City Manager.