



## MEMORANDUM

TO: Mayor and City Council  
FROM: Howard S. Lazarus, City Administrator  
SUBJECT: Response to Council Enactment R-18-480 - Resolution to Improve  
Transparency of City Boards, Task Forces, Commissions, and  
Committees  
DATE: January 16, 2019

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This memorandum is provided in response to the subject Council Resolution [R-18-480](#) – Resolution to Improve Transparency of City Boards, Task Forces, Commissions and Committees, which establishes the following requirements:

- All City boards, task forces, commissions and committees will consistently publicize agendas in advance of meetings, by the same means currently used to publicize City Council agendas;
- All City boards, task forces, commissions and committees should make both proposed and approved meeting minutes available on Legistar (and any subsequent system used to publish meeting minutes) in a timely manner consistent with MCL 15.269(3);
- To the extent Legistar is not currently able to publish draft minutes, the City Administrator shall inquire with the vendor as to the feasibility and cost of customization to enable such functionality and report back to City Council with a proposed course of action by the second regular City Council meeting in January, 2019; and
- On or before January 22, 2019 the City Administrator will implement policies and procedures that would bring all City boards, task forces, commissions and committees into compliance with this policy by consistently providing both agendas in advance of meetings and meeting minutes in a timely manner consistent with MCL 15.269(3).

Beginning in 2017 newly appointed or reappointed members of City boards, commissions, task forces, and committees are offered training coinciding with the annual May appointments, from the Boards & Commissions Coordinator, who is located in the City Clerk's Office. Additional training for staff liaisons is provided in group-sessions or one-on-one, including in-depth Legistar training by subject matter experts in the City Clerk's Office. The training includes exposure to the following topics:

- State Laws (in conjunction with the City Attorney), including the Open Meetings Act, the Freedom of Information Act, Records Retention Laws, and the enabling statutes for specific boards and commissions.

- City Rules, including those established via the City Charter, City ordinances, council resolutions, collective bargaining and other agreements, administrative policies and procedures, and standard operating procedures.
- Body-specific bylaws and articles of incorporation.
- Use and navigation of the A2Central webpage, including how to access administrative policies, resolutions, standard procedures, governing rules, and contact information.
- Scheduling, canceling and rescheduling meetings.
- Preparation and posting of agendas.
- Preparation and posting of minutes.
- Parliamentary procedure.
- Appointments and resignations.

This training regimen addresses the concerns raised in Council [R-18-480](#), and is supported by the availability of the Staff Liaison Guide and the Board and Commissions' staff resource web site on A2 Central.

City staff from our information technology unit contacted Granicus, the Legistar vendor, to inquire about the functionality of posting draft minutes. After consulting with the vendor, a system-wide configuration change was made that now enables the publishing of draft minutes to the web. City Clerk's Office staff are working with liaisons to communicate the new changes and process moving forward.

Changes to APP 105, Posting of Notices, Open Meetings and Recording Minutes are being finalized and will address all policy changes related to agendas and minutes as directed by [R-18-480](#).

As always, please do not hesitate to contact me if I can be of further assistance.

cc: J Beaudry  
K Beattie  
T Shewchuk  
J Baron  
C Frost