



Routine business comes to the City Council throughout the year and is driven by public requests, ideas initiated by Council, and the recommendations of the City Manager and City Staff. This calendar is intended to identify the regular actions required by statute or standard practice so the Council and public can have awareness of key decision points in the life of public policy.

January

Initial Budget Review One or more work sessions is held for Council to understand the upcoming fiscal situation of the City and discuss the initial recommended budget from the City Manager.

City Charter Review The City Charter is the guiding document for the City and frequent review ensures it remains relevant for statutory or operational changes. Any changes require authorization from the Michigan Attorney General and the Governor before being presented to voters. The entire process to amend the charter must be finalized roughly three months before an election can be held in August or November.

February

Budget Public Hearing By charter, the annual budget is adopted by ordinance and an ordinance requires 30 days before taking effect. An ordinance public hearing must be scheduled 10 days before being held. As such, a final review of the budget is conducted by Council at the first meeting of February at which time they set a public hearing for the second meeting.

Budget Adoption As noted above, the adoption of an ordinance requires 30 days to take effect. To adopt a budget and have it become effective before the City's fiscal year begins on April 1, action is needed no later than the second meeting in February unless a special meeting is called. The adoption of the budget also sets the annual millage rate(s). At the time of adopting a budget for the new year, Council also amends the current year budget ordinance to reflect the operating finances of the current year.

Adopt Fee Schedule Annually, Council sets and updates the fees charged for services including utility rates. Most fees are set at this time though they can be reviewed and updated as needed throughout the year.

March

Council Rules of Procedure Review Council meetings, procedures, and norms are contained in a document approved over time. Often this is not reviewed unless a challenge comes up. Proactive review of the Rules of Procedure could be a way to ensure they remain relevant and helpful for Council in governing its meetings and deliberations.

Mayoral/Council Appointments Some terms of service on boards and committees (especially the Downtown Development Authority and Planning Commission) expire on March 31 each year. Vacancies caused by resignation will be handled throughout the year.

April

Winter Recreation Report/Summer Preview Recreation is a major part of the City's services and it normally makes sense for the Recreation Director and other staff to update Council on the seasonal activities.

May

Department-specific Update Council might request or the City Manager might recommend updates from one or more departments in this time or wish to have a presentation around a specific topic. This could be discussed in advance and necessary preparations can be made.

June

July

August

City Manager Performance Review As a matter of good communication between the City Manager and Council and in compliance with the City Manager's Employment Agreement, an annual evaluation occurs to document performance, discuss future goals, and determine deficiencies. This ordinarily occurs during a closed session following a City Council meeting.

September

Michigan Municipal League Annual Convention The MML Convention is an opportunity for Council to learn the latest in local government trends in Michigan and beyond. Typically held in a different location around the state, the convention also serves as an opportunity for Council to share ideas and gain new understanding of municipal challenges. This does not occur during a meeting, however.

October

Summer Recreation Report/Winter Preview Summer recreation is a marquee part of the City's services and its budget. This is a good chance to review golf course, marina, and summer camp operations and other recreational amenities offered by the City.

Short Term Rental Ordinance Report The Council spent considerable time reviewing the subject of Short Term Rentals and this could be an opportunity to receive a report on the subject and review the efficacy of the existing policies and fees.

November

Organizational Meeting This activity occurs during the first meeting in the time and manner of Council meetings following the November election. Council chooses a deputy mayor, sets its annual meeting time and day, and reviews provisions of its Rules of Procedure including the permission of members to attend meetings remotely.

Goal Setting Work Session Following the election and ahead of budgeting for the coming fiscal year, Council holds at least one work session to discuss the long-term policy and operational goals it has for the City. This is the best time for Council to give direction on how the City should function in the long-term. This action is codified into goals and action steps and given final approval at a Council meeting in December or January.

December

Mayoral/Council Appointments Some terms of service on boards and committees (especially the Zoning Board of Appeals, Shade Tree and Parks Commission, and Recreation Advisory Board) expire on December 31 each year. Vacancies caused by resignation will be handled throughout the year.

Annual Special Event Policy Review Council has discussed assessing the role of special events and festivals and the impact they have on our budget and operations. The organizers of special events and festivals should have appropriate lead time to prepare for this, review past-year activities, and plan for changes in the coming season.

Airport Annual Report Council occasionally has questions about the activities of the airport and ongoing operations. This can be an annual time for the Airport Manager to present air traffic information, completed project reviews, and upcoming projects.