

# Government Guide

## Order of Business

The business of all regular meetings is transacted in the following order:

- Call to Order
- Invocation
- Pledge of Allegiance
- Roll Call
- Proclamations
- A. Approval of Minutes
- B. Approval of Consent Agenda
- C. Approval of Check Register
- D. Public Hearings
- E. Petitions and Statements of Citizens
- F. Reports from the City Administration
- G. Communications
- H. Unfinished Business
- I. Minutes of Boards and Commissions
- J. Ad Hoc and Special Committee Reports
- K. New Business
- L. Tabulations of Bids
- M. Other City Matters
  - Statements of Citizens
  - Statements of City Council and City Manager
- Adjournment

## Ordinances, Resolutions, Motions and Contracts

All ordinances, resolutions and contract documents are approved as to form and legality by the City Attorney before presentation to Council. Ordinances, Resolutions and matters requiring action by the Council are introduced and sponsored by the Mayor or a Councilmember.

Motions are used to indicate majority approval of a procedural action such as a motion to approve a report or recommendation or a motion to postpone an item. Motions must be properly introduced before debate can begin on an issue and further motions can be taken. After a motion is made to close debate, the presiding officer must poll the Council on the motion of closing the debate and if yes responses prevail, the Council will immediately be polled on the principal question without further debate.

## Statement of Citizens

Citizen comments are welcome at City Council meetings. After coming forward to the podium and being recognized by the Mayor (or presiding officer), all citizens will have an opportunity to be heard. Citizens are requested to provide their name and address before addressing the City Council at a meeting and to hold comments to four minutes whenever possible.

## Citizen Participation in Portage Government

The City of Portage relies upon citizen participation on many Boards and Commissions. The advice received from these groups assists the City Council and administrative staff in making Portage a better place to live. Citizens can provide the special talents and experience needed to meet the diversity of challenges facing the community today and in the future. A volunteer resume form is available online at [www.portagemi.gov](http://www.portagemi.gov) on the city government page under volunteering or at the City Clerk's Office for anyone who is interested in becoming involved in city Boards and Commissions.

## Volunteer Opportunities

The city offers a variety of volunteer opportunities from helping at the Portage Senior Center to planting tulips or serving on a City Board or Commission. Volunteer opportunities may be found at [www.portagemi.gov](http://www.portagemi.gov) on the City Government page under volunteering. A volunteer application is also found on that page. The active commitment of citizen volunteers helps to ensure that the community continues to grow and flourish.

## Further Information

If you need further information on the specifics of how Portage government works or have questions regarding city services, call the Office of the City Manager at 329-4400.

6/20/2013



City of Portage

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[www.portagemi.gov](http://www.portagemi.gov)

# Government in Portage

Government in Portage serves residents in many ways—police and fire protection, water and sewer systems, street maintenance, elections, park and recreation activities and much more. Portage city government plays a major role in daily life, but how is this accomplished? Who is responsible? How is the local government set up? Why is it important to know the answers to these questions? Informed citizens have a better understanding of how government works and can take advantage of opportunities available in the community as well as play an active role in making the community a pleasant place to live. Government in Portage works for the people and through the people. Use this guide as an introduction to the basics and you will begin to understand how Portage government works.

## Form of Government

The City of Portage operates under a Council-Manager form of government. The Mayor and City Councilmembers are the elected officials who preside over the city. The City Manager is appointed by the City Council to handle administrative duties at the city on a day-to-day basis. The City Manager makes recommendations to City Council as a group and the Council acts on business at regularly scheduled meetings.

## City Council

The Portage City Council consists of a Mayor and six Councilmembers. Councilmembers are elected to four-year terms staggered every two years (three Councilmembers elected every two years). The Mayor is elected every two years. The first City Council meeting in November after the city election is an organizational meeting; Councilmembers are sworn in and the Mayor Pro Tem is selected.

The Mayor is the presiding officer of the Council. He or she is a member of the Council with powers and duties of the office, including the right and duty to vote on questions before the Council. The Mayor Pro Tem succeeds the Mayor when a vacancy occurs in that office or when the Mayor is absent or unable to perform the duties of his or her office.

The Portage City Council represents the city and all its citizens. They are responsible for approving and amending city ordinances, determining city policies and authorizing the annual city budget. The Council also determines city tax millage rates and utility rates and approves contracts for the city.



## The City Manager

The City Manager is a professional with experience in public administration who is appointed by the City Council to administer and manage city staff, projects and programs on behalf of the City Council. The City Manager advises the Council and makes recommendations on matters related to the operation of the city, including the responsibility for overseeing all departments and staff. The annual budget is prepared and presented to the City Council by the City Manager, as well as the Capital Improvement Program, which provides the Council with direction for the future. The City Manager prepares the agenda for each City Council meeting and provides the City Council with all necessary documentation regarding each order of business.

Departments reporting to the City Manager include:

- ◆ Benefit Services
- ◆ City Clerk
- ◆ Community Development
- ◆ Employee Development
- ◆ Financial Services
  - ◆ City Assessor
  - ◆ Finance
  - ◆ Purchasing
  - ◆ Treasury
- ◆ Parks, Recreation and Public Services
- ◆ Public Safety
  - ◆ Fire Division
  - ◆ Police Division
- ◆ Technology Services
- ◆ Transportation & Utilities

## City Council Meetings

The Portage City Council meets twice monthly (usually the 2nd and 4th Tuesday of each month) at 7:30 p.m. in the City Council Chambers at Portage City Hall. Meetings are also broadcast live on cable television. Meeting dates are published regularly in the *Portager* newsletter which is distributed to all residents.

## Agendas for Meetings

The City Manager, Mayor or any Councilmember may prepare items for consideration on the agenda of Council meetings. Correspondence from citizens may also be placed on the agenda. The deadline for receipt of agenda items is noon on the Friday before the Council meeting. Meeting agendas are available on the web at [www.portagemi.gov](http://www.portagemi.gov), at City Hall and the Portage District Library.

## Consent Agenda

Items on the meeting agenda marked with an asterisk are part of the consent agenda and may be approved with a single motion at the end of reading the consent agenda. Items may be removed from the consent agenda for discussion at the request of a Councilmember or anyone present in the audience at the meeting.