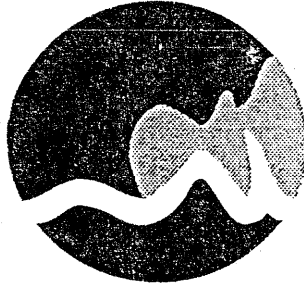


City of Grand Rapids



Citizen Board or Commission
Member's
Handbook
and
Statement
of
Privileges and Duties

THANK YOU!*

Please accept the thanks of the City of Grand Rapids for serving on one of the citizen Boards or Commissions that function as a very important part of City government. Through your service, you help to make the City a better place to live, bring a needed citizen perspective to the governing process and, hopefully, learn a little about how government works to serve the people.

In his Gettysburg Address, Abraham Lincoln spoke of government "of the people, by the people and for the people." By committing your time, thought and energy to serving on a citizen Board or Commission, you are helping to make that ideal a reality.

Your commitment to serve is not a single event. The commitment is an on-going process. It involves:

- ✓ A Long-range interest in the Community
- ✓ Fairness, Common Sense, Honesty and Good Moral Character
- ✓ Knowledge of the City, its People, its Customs and its Ordinances
- ✓ Time to serve

On the immediately following pages are a listing of the privileges and duties of a citizen Board or commission member. There is also a copy of your oath of office. You are required to sign and swear to (or affirm) the oath before acting as a Board or Commission member. Please do so only after you have read the privileges and duties of a Board or Commission member.

On behalf of the citizens of the City of Grand Rapids, please accept my thanks and the thanks of the entire City for your time, dedication and commitment.

Sincerely,

John H. Logie
Mayor

* A listing of all the City's Boards and Commissions is found at the end of this Handbook. The number of members, the length of the term and whether or not the City's service limitation applies is also a part of the listing.

A STATEMENT OF THE PRIVILEGES & DUTIES OF CITIZEN BOARD AND COMMISSION MEMBERS

PRIVILEGES –

- To be properly oriented and trained as to the role of the Board or Commission upon which I serve including:
 - A copy of the law, ordinance, Charter provision, or other document establishing the Board or Commission upon which I serve, a copy of the rules of procedure, by-laws or other rules under which the Board or Commission operates, an explanation of the history of the Board or Commission, an explanation of my role and any other documents or materials necessary to the work of the Board or Commission

 - A tour of the operating department(s) of the City that will be furnishing staff support for my Board or Commission.

 - Introduction to key staff members in the City operating department(s) that will be furnishing staff support for my Board or Commission and to be supplied with the name and telephone number of the primary staff support person or people.

 - A copy of the City's Mission Statement and the departmental mission statement of any department(s) that will be supporting the work of my Board or Commission.

 - A description of the job duties of the staff member(s) who will provide direct support to my Board or Commission.

- To be reimbursed for necessary expenses as provided for in City Commission Policy.

- To suggest changes in Board or Commission procedures.

PRIVILEGES

(Continued)

- To receive appropriate City staff support including:
 - Respectful and courteous treatment by City staff.
 - Prompt responses to such reasonable requests for information I make to staff in performing my duties as a Board or Commission member.
 - Timely follow-through by City staff of Board or Commission decisions.
 - Staff assistance in the preparation of agendas and summary minutes where necessary.
- To discuss changes in administrative policy and procedures with the appropriate City administrative and management staff.
- To discuss improper or questionable City staff performance and behavior with the appropriate City administrative and management staff.
- To communicate with the City Commission, as a Board or Commission, on matters of public concern falling within the purview of the Board or Commission.
- To submit an annual report, as a Board or Commission, to the City Commission.

DUTIES

- To carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Board or Commission member.
- To contribute to carrying out the mission of the Board or Commission as specified in the document establishing the Board or Commission.
- To establish as a high priority my attendance and punctuality at all meetings of the Board or Commission and any committees or task forces on which I serve.
- To come prepared to contribute to the discussion of cases, issues, or business to be addressed at scheduled meetings, having read the agenda and all background support material.
- To respect and accept the separate and distinct roles of the City Commission which sets policy and administrators who determine the means of implementing policy, and to refrain from intruding in administrative issues that are the responsibility of City staff.
- To exercise the duties and responsibilities of a Board member only in conjunction with other Board members at a lawful meeting.
- To represent the City as a Board member in a positive and supportive manner at all times.
- To observe the rules and procedures established for the Board or Commission.
- To declare before the Board or Commission at a public meeting that a conflict of interest exists and to refrain from discussing or voting on matters in which I have a conflict of interest.
- To support all formal actions taken and decisions made by the Board or Commission even when I am in a minority position on such actions and decisions unless a formal process exists for recording a minority or dissenting opinion.
- To treat citizens and staff appearing before the Board or Commission in an attentive, impartial, polite, reasonable and fair manner and to conduct myself in a manner that reflects well upon the City and shows respect for the dignity of the City and its citizens.
- To remember that my position is to serve the public in an attentive, reasonable, honest, safe and efficient manner and not to misuse or abuse the authority of the Board or Commission.

DUTIES
(Continued)

- To agree to serve on at least one committee or task force, if needed, attend all meetings, and participate in the accomplishment of its objectives. If I chair the Board or Commission or a committee or task force, I will:
 - call meetings as frequently as required by the Rules of Procedure or until the group's objectives are met;
 - conduct the meetings in an orderly, fair, and efficient manner in compliance with the Open Meetings Act;
 - make progress reports at meetings as required;
 - limit the Board's or Commission's discussions and consideration to matters relevant to the issue before the Board or Commission.

- To participate in self-evaluation programs and development workshops, seminars and other educational events that enhance my skills.

- To resign my position, if, for any reason, I find myself unable to carry out these duties.

City Boards and Commissions – Their Roles and Functions

A wide variety of functions are performed by City Boards and Commissions. The City Commission is elected by the people to be in overall charge of the government of the City. With the exception of the Board of Library Commissioners which is elected, most of the other Boards and Commissions are appointed to serve in a particular area of City government. These bodies are referred to as "citizen" Boards and Commissions since they are not elected and the people who serve on them are volunteer citizens.

The Boards and Commissions of the City deal with a wide variety of subject areas that extend from Automobile Parking to Zoning. The roles of the Boards and Commissions are varied but each Board and Commission has a definite role prescribed for it by the City Charter, the City Code, a City Commission Policy or Resolution or some other legislative measure or regulation. Just as the authority of the City Commission is limited by the City Charter, so also the authority of other City Boards and Commissions is limited by law. Each body has an area and a way in which it is appropriate to act and there are other areas and ways in which it is not appropriate. Each Board and Commission, of course, has a responsibility to act in its own sphere of responsibility. The actions of each citizen Board and Commission are important to the proper functioning of City government and, in some cases, have a substantial impact on individual citizens.

There are several general "types" of citizen Boards and Commissions. These "types" are determined by the role that the Board or Commission has. Just as the different parts of our federal and state government are divided under the separation of powers doctrine into separate branches that have different roles, so too are the City's Boards and Commissions given certain carefully defined roles to fill. Some Boards and Commissions have one role. Others have two or more. Whatever the case, the Board or Commission can only lawfully act how and in the area in which it is authorized to act. In everyday language, different Board and Commission members "wear different hats."

On pages five through fourteen are the names and definitions of the types of Boards and Commissions that exist in Grand Rapids City government. Many bodies have the same type of role – advisory, for example – but exercise it in different areas – like automobile parking and cable television. The Boards and Commissions are grouped according to the function that they perform and not the area in which they act. Several of the bodies have more than one function. Others – mostly those created by state law – don't fall within traditional areas of function. These are called "special purpose" Boards and Commissions. A description of each of the Multiple Role and Special Function Boards and Commissions is given. For those Boards and Commissions with a more traditional role, a general description is given of their responsibility. In the case of these single role bodies, their function is fairly apparent.

Each Board and Commission member is asked to review the role of his or her Board or Commission and the area in which it acts.

The Authority of Boards and Commissions – How they Act and How Staff Support is Provided

Board or Commission Actions, Committees and Delegation of Authority

It is important to remember that Citizen Boards and Commissions are collective bodies and that they can act in an official capacity only when gathered at a regular formal meeting. The full Board or Commission should work together as a body whenever it wishes to take official action regarding any matter. In appropriate circumstances, a committee of the Board or Commission can be delegated a task. The most common uses of committees are to make inspections and to study particular issues. The appropriate role for a committee will be determined, to a considerable extent, by the function of the Board or Commission. The one important thing to remember is that the committee's duty is to report back to the full Board or Commission. The committee does not act instead of the Board or Commission. It acts as an assisting or auxiliary body to the full Board or Commission to which it reports. A committee cannot be given or delegated the full authority of the Board or Commission. (The Chairperson or another member can, of course, be empowered to act on behalf of the body in performing administrative or other practical tasks that don't involve its central role or function when properly authorized to do so by the full Board or Commission).

City Staff Assistance and Support

If a Board or Commission desires additional assistance or support for its work, the Board or Commission should, acting as a body, make the request to the appropriate staff person or persons. If the full Board or Commission has delegated a task to a committee or to an individual, that committee or individual can and should seek appropriate staff assistance. Individual members of the Board or Commission should not expect staff to provide significant services or support to them. Reasonable requests for information, guidance or other routine matters are appropriate. If a Board or Commission believes that the level of staff support is not adequate or some other problem or issue is not being resolved, it should address this concern to the assigned support/liaison person in the first instance. If the situation is not resolved at that level, the Department Director of the department providing staff support should be made aware of the concern. The Department Director may discuss the concern with the City Manager or the appropriate Assistant City Manager. If there is not a satisfactory resolution of the matter at that point, the Board or Commission, acting as a body, should address the matter to the City Commission. Similarly, if a problem develops directly between a Board or Commission and an individual City staff person, the same chain of response should be followed.

The Relationship between Your Board or Commission and City Staff

The City Charter

The City Charter is the basic governing document of the City. It is similar to a state constitution but deals with government on a local level. The powers, duties and authority of the various officers of the City are set out in the Charter. The City Commission has overall responsibility for the conduct of City government. The Charter, however, requires the City Commission to appoint a City Manager to be in charge of the actual day-to-day administration of the City. The City Manager is the person who is in direct charge of most of the other officers and employees of the City. (The Charter also provides for three other officers appointed by the City Commission – the City Clerk, the City Attorney and the City Treasurer – and these officers, and the elected City Comptroller, appoint some of their subordinate employees).

The City Manager's Role

The City Manager, then, is the person who directs and controls the work of the City staff – including providing assistance and support for citizen Boards and Commissions. This is usually done through Department Directors and other administrators and supervisors. Most citizen Boards and Commissions cannot legally direct the work or activities of City staff.

How Staff Assistance is Provided

Citizen Boards and Commissions certainly may request assistance from City staff in the performance of the duties of the Board or Commission. The process for doing so is found on page three of this handbook. City staff will attempt to respond to all reasonable requests for support services made by a Board or Commission. Since the Boards and Commissions are a part of the City and are assisting the rest of City government in providing the best possible service to our residents, every reasonable effort will be made to provide the resources necessary for the Boards and Commissions to properly perform their functions. Whether the level of support requested by the Board or Commission can be provided with the resources available, however, will have to be a decision made by the appropriate City administrator. If a Board or Commission believes that the level of staff support is not adequate or some other problem or issue is not being resolved, it should follow the process set out on page 3. This process will allow the matter to be dealt with on the appropriate level and will address the concern of the Board or Commission at the earliest possible time.

ADMINISTRATIVE

GENERAL DESCRIPTION OF DUTIES

An administrative Board or Commission has the responsibility for supervising or managing a department, function or operation. The Board or Commission is granted authority by Charter, Code, resolution or state law to manage or be in charge of some operation or some aspect of an operation of City government. The administrative role is generally fulfilled by setting policy and by overseeing the work of a regular City employee who either does the work or supervises it.

There are no Boards or Commissions that are exclusively administrative. Several Boards and Commissions have administrative duties in addition to others. These are:

Board of Art & Museum Commissioners

Board of Library Commissioners

Civil Service Board

Grand Rapids Historical Commission

International Relations Committee

Municipal Employees General and Police/Fire Pension Systems Boards

Planning Commission

ADVISORY

GENERAL DESCRIPTION OF DUTIES

An advisory Board or Commission is responsible for offering suggestions and making recommendations to the City Commission about a particular area of concern or interest as set out in the ordinance or other measure establishing the body. This type of body is expected to provide its advice and guidance in the area of policy or operations as determined by the City Commission but is not expected to establish policy or to decide contested cases. The actions of an advisory body are not generally of a binding nature and the major function of such a body is to provide advice and counsel to the City Commission.

There are several bodies that are single-purpose advisory bodies that have the sole duty of advising the City Commission in a particular area. These are:

Automobile Parking Commission

Cable Television Advisory Forum

Community Development Citizens Committee

Parks and Recreation Advisory Board

Other Boards and Commissions have advisory duties in addition to other responsibilities. These bodies are:

Community Relations Commission

Historic Preservation Commission

Neighborhood Business Alliance Governing Board

Planning Commission

OPERATIONAL

GENERAL DESCRIPTION OF DUTIES

An operational Board or Commission is one that is mandated by its establishing legislation to actually perform work. While all Boards and Commissions perform work in a broad sense, operational bodies do work that might be assigned to an employee but which the Charter or the City Commission has committed to the Board or Commission to perform itself. Operational Boards or Commissions are often composed of individuals qualified in a particular area and the expertise of these individuals is used in doing the work of the Board rather than delegating it to an employee. In other cases, the Board or Commission has some operational duties in addition to administrative, advisory or other duties.

There are no Boards or Commissions that are exclusively operational. Several bodies have operational duties in addition to others. These are:

Community Relations Commission

Grand Rapids Historical Commission

International Relations Committee

Municipal Employees General & Fire/Police Pension Systems Boards of Trustees

OVERSIGHT

GENERAL DESCRIPTION OF DUTIES

Oversight Boards or Commissions are empowered by their establishing legislation to independently watch, audit, generally supervise, examine or monitor an activity or function of government. Both of the existing oversight Boards are in the elections area. The function of these bodies is to be sure that elections are properly conducted and that ballots are properly counted.

Only two Boards and Commissions are exclusively oversight in role. They are:

Board of Canvassers

Board of Election Commissioners

QUASI-JUDICIAL

GENERAL DESCRIPTION OF DUTIES

Quasi-judicial Boards and Commissions are bodies that perform their duties like judges. (As used here, "Quasi" means like or resembling). That means that they decide individual cases or controversies according to a legislatively established set of laws or other standards – without being a part of the judicial branch of government. This role generally involves hearing appeals from actions of City officers or employees, determining what the facts are and applying a set of laws or other legislatively-established standards to these facts. Like a regular judge, a quasi-judicial body has a duty to decide specific cases based upon legislatively-established standards and not to establish the standards or to perform the initial investigation (although on-site visits or inspections are permitted as a part of the appeal process). These bodies have a responsibility to remain neutral and not to become an advocate or supporter of one side or the other in cases or on issues that come before them.

There are several bodies that are single-purpose quasi-judicial bodies that have the sole duty of hearing and deciding contested matters in a particular area. These are:

Board of Review

Board of Zoning Appeals

Construction Code Board of Appeals

Housing Appeals Board

Income Tax Board of Review

Rehabilitation Appeals Board

Other Boards and Commissions have quasi-judicial duties in addition to other responsibilities. These bodies are:

Civil Service Board

Community Relations Commission

Electrical Board of Examiners

Historic Preservation Commission

Municipal Employees General & Police/Fire Pension Boards

Planning Commission

QUASI-LEGISLATIVE

Quasi-legislative Boards and Commissions are those bodies with duties that involve setting policy and which have broad discretion in doing so. (As used here, "Quasi" means like or resembling). Like legislative bodies, these Boards and Commissions choose what they believe is the wisest policy or course of action within their area of responsibility. They are generally bodies mandated by Charter or state law with authority that flows directly from the law or Charter. These are often bodies that perform a "checks and balances" function by virtue of their independence from the electoral/political process.

There are no Boards or Commissions that are exclusively quasi-legislative. Several Boards and Commissions have quasi-legislative duties in addition to others. These are:

Board of Art & Museum Commissioners

Board of Library Commissioners

Civil Service Board

Municipal Employees General & Fire/Police Pension Boards

Neighborhood Business Alliance Governing Board

Planning Commission

MULTIPLE ROLES

GENERAL DESCRIPTION OF DUTIES

Boards and Commissions with Multiple Roles are required to fulfill more than a single function. The general duties of the body include two or more types of functions. More detailed descriptions of the specific roles indicated in parentheses for each of the Multiple Role Boards and Commissions can be found in the descriptions of the functions of the single role Boards and Commissions found on the following pages.

Board of Art & Museum Commissioners – (Quasi-legislative and administrative).

The Board is a unique body established by Title XIV of the City Charter to have custody, management and control of the City's Public Museum and of the property and assets belonging to the Museum. The Board is also authorized to operate an art collection or art museum if one is established. The Board is authorized to appoint, employ, supervise and compensate such employees as it deems appropriate. Essentially, this Board is both the head of the Museum "department" and a special purpose body with authority to independently manage the Museum.

Board of Library Commissioners – (Quasi-legislative and administrative).

The Board is a unique body established by Title XII of the City Charter and is elected by the people to have the entire management and control of the Public Library of Grand Rapids. The Board is empowered to employ a staff for the Library as it sees fit and determines the staff's compensation. The Board is the "department" head of the Library and has authority not generally granted to departments to independently manage the Library as it sees fit.

Civil Service Board – (Administrative, quasi-judicial and quasi-legislative).

The Board is established by Title VII of the Charter to set rules and regulations for administration of the Classified Service (all City employees except for the elected officials, members of appointive boards and certain higher ranking appointed officials). The Board is administrative in that it oversees the operation of the Civil Service System. It is quasi-legislative in that it establishes a code of rules and regulations for the System. It is quasi-judicial in that it conducts hearings and makes decisions on contested matters within its purview. Many of the Board's functions have been superseded as a result of collective bargaining.

Community Relations Commission – (Advisory, operational and quasi-judicial).

This Commission has a variety of duties relating to civil rights. Included are: investigation of complaints of discrimination and related concerns (which it can perform itself or delegate to staff), research and recommendations on discrimination and remedies for it, educational and programmatic initiatives and activities. The CRC is also the body to whom the City Commission has delegated the quasi-judicial duty of conducting hearings and making decisions on issues involving compliance with a number of City policies such as Affirmative Action in City contracts and Minority and Women Business Enterprise requirements.

Electrical Board of Examiners – (Administrative and quasi-judicial).

This Board establishes the examination for and determines the qualifications of individuals seeking electrical licenses and grants licenses where appropriate. The Board also revokes or suspends licenses, when necessary.

MULTIPLE ROLES (CONTINUED)

Grand Rapids Historical Commission – (*Operational and administrative*).

The Commission is directly responsible under Section 1.358 of the City Code for the operational duties of collection of source material and the maintenance of the current history of the City. Much of the work is administratively delegated to staff assigned to work with the Commission. The Commission also provides for the publication of historical materials relating to Grand Rapids and the surrounding area.

Historic Preservation Commission – (*Advisory and quasi-judicial*).

This body advises the City Commission on historic preservation issues including the establishment of historic districts and landmarks. The Commission also conducts hearings in a quasi-judicial capacity to decide issues relating to the enforcement of the Historic Preservation ordinance and to permit, within standards established by the ordinance, exceptions to strict compliance with the terms of the ordinance in recognized historic districts and as applied to designated landmarks.

International Relations Committee – (*Administrative and operational*).

This Committee is responsible for administering the Sister City Program, for assisting the City Commission in the promotion and expansion of international trade, culture and education, and for representing the City at international events and related functions.

Municipal Employees General & Police/Fire Pension Systems Boards of Trustees – (*Administrative, operational, quasi-judicial, quasi-legislative*).

The Boards' duties are multi-faceted. They are administrative in managing the investment of the pension systems assets and other matters relating to general administration of the System including the employment of the Executive Director. There are also several quasi-legislative duties including adopting tables of experience and rates of assumed interest and the approval of expenditures from System funds. The Boards have quasi-judicial duties in determining eligibility for pensions in certain cases. The operational duties include due diligence investigations, continuing education activities and other non-delegable fiduciary duties.

Neighborhood Business Alliance Governing Board – (*Advisory and quasi-legislative*)

This Board establishes rules and procedures for the Neighborhood Business Specialist Program and advises the City Commission on neighborhood business concerns.

Planning Commission – (*Advisory, quasi-legislative, quasi-judicial and administrative*).

The Planning Commission – or City Planning Commission as it is sometimes known – is a body required by state law and most of its duties are prescribed by state law. One major duty is development of a Master Plan for the City of Grand Rapids. This is a quasi-legislative function as are several types of approvals (plats, streets, etc.) that the Planning Commission must give before construction may commence. An important additional advisory duty is to consider and recommend changes to the zoning ordinance. The Commission has the responsibility of approving public improvements in planned areas. The Commission has, by law, the authority to appoint the Planning Director and other necessary employees – an administrative function. There are several kinds of "permitted with approval" uses that the Planning Commission must consider when acting in a quasi-judicial capacity.

SPECIAL PURPOSE

GENERAL DESCRIPTION OF DUTIES

Most special purpose Boards and Commissions are established or provided for by state law. They perform unique functions or duties that are not appropriately classified under traditional classification systems and which often include responsibilities of a unique nature.

City-County Building Authority Board of Commissioners

The Board of Commissioners is the body designated by state law to direct and govern the (Joint) City-County Building Authority which is a special type of corporation established under state enabling legislation to independently acquire, furnish, own, improve, enlarge, operate or maintain public buildings.

Downtown Development Authority Board

This Board is the governing body of a special purpose local authority established under state enabling law to halt deterioration and to foster development of the downtown business area.

Downtown Management Board

A special purpose body created under state enabling legislation to manage the on-going maintenance, security, promotion and continued operation of the Downtown Redevelopment Project on the Monroe Mall and in the Downtown business area.

Economic Development Corporation Board of Directors

Governing board of a special purpose corporation established under state enabling legislation to set up project areas and to provide financing and other assistance for commercial and industrial development projects.

Grand Rapids Building Authority Board of Commissioners

The Board of Commissioners is the body designated by state law to direct and govern the City Building Authority which is a special type of corporation established under state enabling legislation to independently acquire, furnish, own, improve, enlarge, operate or maintain public buildings.

Grand Rapids Housing Commission

A special purpose body established under state enabling legislation to purchase, acquire, construct, maintain, operate, improve, repair or extend housing facilities and eliminate adverse housing conditions. The Housing Commission is, among its other roles, an administrative body that hires, fires, manages and directs the activity of subordinate officers and employees.

Local Officers Compensation Commission

A special purpose body established pursuant to state law that meets every two years to set the compensation for elected City officials unless the compensation level set is rejected by a 2/3 vote of the City Commission.

Supervising Agency for the Madison Square Redevelopment Corporation

A special purpose agency required and established under the Michigan Urban Redevelopment Corporation law to supervise the Madison Square Project.

Tax Increment Finance Authority (Board)

The T.I.F.A. Board is required by and established pursuant to Michigan law to supervise and control the Authority which uses increased tax revenues in a geographic area to finance improvements in the area.

Trustees of the Sinking Fund

Title XII of the City Charter provides that the Trustees shall purchase or pay the bonded indebtedness of the City and when unable to do so shall control the fund and may invest its assets. Two citizens serve with five named City officials or officers.

Unique Boards and Commissions

Some Boards and Commissions have, by virtue of provisions of the City Charter or state law, a different relationship to staff. These are:

Board of Library Commissioners

This Board is a unique body established by Title XII of the City Charter and elected by the people to have the entire management and control of the Public Library of Grand Rapids. The Board is empowered to employ a staff for the Library as it sees fit and determines the staff's compensation. The Board, usually acting through the Library Director, has direct authority over the employees of the Library. The Board is the "department" head of the Library and has Charter-granted authority not generally granted to other Boards and Commissions to independently manage the Library as it sees fit.

Board of Art & Museum Commissioners

This Board is a unique body established by Title XIV of the City Charter to have custody, management and control of the City's Public Museum and of the property and assets belonging to the Museum. The Board is also authorized to operate an art collection or art museum if one is established. The Board is authorized to appoint, employ, supervise and compensate such employees as it deems appropriate. The Board, usually acting through the Museum Director, has direct authority over the employees of the Museum. The Board is the "department" head of the Museum and has Charter-granted authority not generally granted to other Boards and Commissions to independently manage the Museum as it sees fit.

The Grand Rapids Housing Commission

The Housing Commission is a special purpose body created by the City Commission under a state enabling law that provides for a Commission to act to provide housing for low income people and to eliminate poor housing conditions. The Commission is empowered by the state law to appoint an executive director and other employees as necessary. It also has the power to set the duties of its employees and, with the approval of the City, to determine their compensation. Employees of the Housing Commission are, through the chain of authority established by the Housing Commission, responsible to the Commission.

Members of these unique Boards and Commissions, then, function somewhat differently with respect to both their duties and how they relate to City staff. Even these Boards and Commissions do not have operational control of staff but normally operate through the Director or another senior employee when dealing with staff. This assures the maintenance of an orderly chain of authority and minimizes the potential for conflicting directions.

COMMISSION/BOARD	NUMBER ON BD/COMM	TERM IN YEARS	SERVICE* LIMITATION
Automobile Parking Commission	9	3	YES
Board of Art & Museum Commissioners	7	4	NO
Board of Canvassers	4	4	NO
Board of City Election Commissioners	3	No Limit	NO
Board of Review	6	5	NO
Board of Zoning Appeals	9 + 2 alternates	3	NO
Cable Television Advisory Forum	9	3	YES
City-County Building Authority	3	4	NO
City Planning Commission	9	3	NO
Civil Service Board	5	4	NO
Community Development Citizens Committee	15	2	YES
Community Relations Commission	7	3	YES
Construction Code Board of Appeals (4 full-time, 4 on-call)	8	4	YES
Downtown Development Authority	9	4	NO
Downtown Management Board	14	3	NO
Economic Development Corporation Board	9	6	NO
Electrical Board of Examiners	4	2	NO
Grand Rapids Building Authority	3	6	NO
Grand Rapids Historical Commission	13	3	YES
Grand Rapids Housing Commission	5	5	NO
Historic Preservation Commission	7	3	YES
Housing Appeals Board	9	3	YES
Income Tax Board of Review	3	3	NO
International Relations Committee	16	3	YES
Local Officers Compensation Commission	7	7	YES
Municipal Employees Pension Systems Boards of Trustees (2 Boards)	7	4	NO
Neighborhood Business Alliance Governing Board	34 (varies)	3	NO
Parks & Recreation Advisory Board	7	3	NO
Police & Fire Retirement System Board of Trustees	7	4	NO
Rehabilitation Appeals Board	7	3	YES
Supervising Agency for the Madison Square Redevelopment Corporation	7	3	NO
Tax Increment Finance Authority	11	4	NO
Trustees of The Sinking Fund	7	2	NO

* The Service Limitation, if applicable, is six years or two consecutive terms (whichever is longest)

CITY OF GRAND RAPIDS

CITIZEN BOARDS AND COMMISSIONS
DESCRIPTIONS AND MEETING TIMES

Automobile Parking Commission (8:00 a.m. - 2nd Thursday of each month)

Sets parking rates, determines marketing strategies, recommends locations of and capital improvements for public parking lots and ramps.

Board of Art and Museum Commissioners (4:00 p.m. - 3rd Wednesday of each month)

Manages, controls and develops policy for the Grand Rapids Public Museum.

Board of Canvassers (11:00 a.m. - day following election)

Canvasses City and School Elections to ensure a correct count. Two members shall be Democrats and two members shall be Republicans.

Board of Review (Second Monday in March to 1st Monday in April; Tuesday after 3rd Monday in July; Tuesday after 2nd Monday in December)

Examines and reviews property assessment rolls and hears assessment appeals.

Board of Zoning Appeals (1:00 p.m. - 1st and 3rd Thursdays of each month; also inspection meetings on the 1st and 3rd Tuesday at 7:30 a.m.)

Evaluates appeals regarding use of property, height of buildings, area of yards, density of use of land, etc.

Cable Television Advisory Forum (5:30 p.m. - 1st Monday of each month)

Evaluates, monitors and reviews the performance and service of the City's Cable Television System Operator and advises the City Commission on cable television service.

City-County Building Authority (Subject to call)

Provides for the construction and acquisition of certain additions and improvements to the present convention and entertainment facilities located in the City.

City Planning Commission (12:30 p.m. - 2nd and 4th Thursday of each month)

Prepares and adopts a plan for the physical development of the City and recommends any changes, including areas to be rehabilitated or redeveloped. Determines new or existing subdivision requirements and recommends amendments to the zoning ordinance.

Grand Rapids Building Authority (Subject to call)

Finances construction of, operates, and maintains public buildings and off-street parking facilities.

Grand Rapids Historical Commission (12 noon - 3rd Wednesday of each month)

Collects materials, data, and compiles history of the City.

Grand Rapids Housing Commission (7:30 p.m. - 3rd Wednesday of each month)

Regulates public housing complexes; acquires property for public and senior housing operated by the City.

Historic Preservation Commission (3:00 p.m. - 1st and 3rd Wednesday of each month)

Maintains a roster of historic landmarks and sites, reviews proposed structural changes to these structures, and holds hearings on proposed sites or districts recommended for designation as historic landmarks.

Housing Appeals Board (8:30 a.m. - 1st Wednesday of each month; inspections at 8:30 a.m. 1st Tuesday of each month)

Hears and decides appeals concerning the application or interpretation of provisions of the City's Housing Code, the Nuisance Code, and the Building Maintenance Code.

Income Tax Board of Review (Subject to call)

Hears and decides appeals of income tax assessments and rulings.

International Relations Committee (4:00 p.m. - 2nd Monday of each month)

Coordinates, promotes, and expands international relationships and activities in the areas of trade, culture, and education. Acts as a clearinghouse of information on international issues and events affecting Greater Grand Rapids and advises City officials.

Local Officers Compensation Commission (Odd numbered years for a 45-day period)

Determines the salaries of the Mayor, City Commissioners and the Comptroller.

Municipal Employees General Pension System Board of Trustees (Subject to call)

Supervises and manages the general administration of the pension plan for City employees.

REGIONAL BOARDS AND COMMISSIONS

Area Agency on Aging

The City Commission recommends one consumer representative to serve on this Board which makes and reviews policy affecting senior citizens.

Grand Rapids Area Transit Authority (GRATA) (3:30 p.m. - 4th Wednesday of each month)

Provides public mass transportation in the Grand Rapids area.

Grand Valley Metropolitan Council

Responsibilities include planning for the growth and development of the area, maintaining and improving the quality of life and managing the growth of the area, providing services and promoting the coordination and cooperation of governmental services within the area, and promoting social well-being in the area.

Kent Hospital Finance Authority

Provides tax-exempt financing for hospital expansion.

FOR FURTHER INFORMATION CONTACT:

City Clerk's Office
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(616) 456-3004