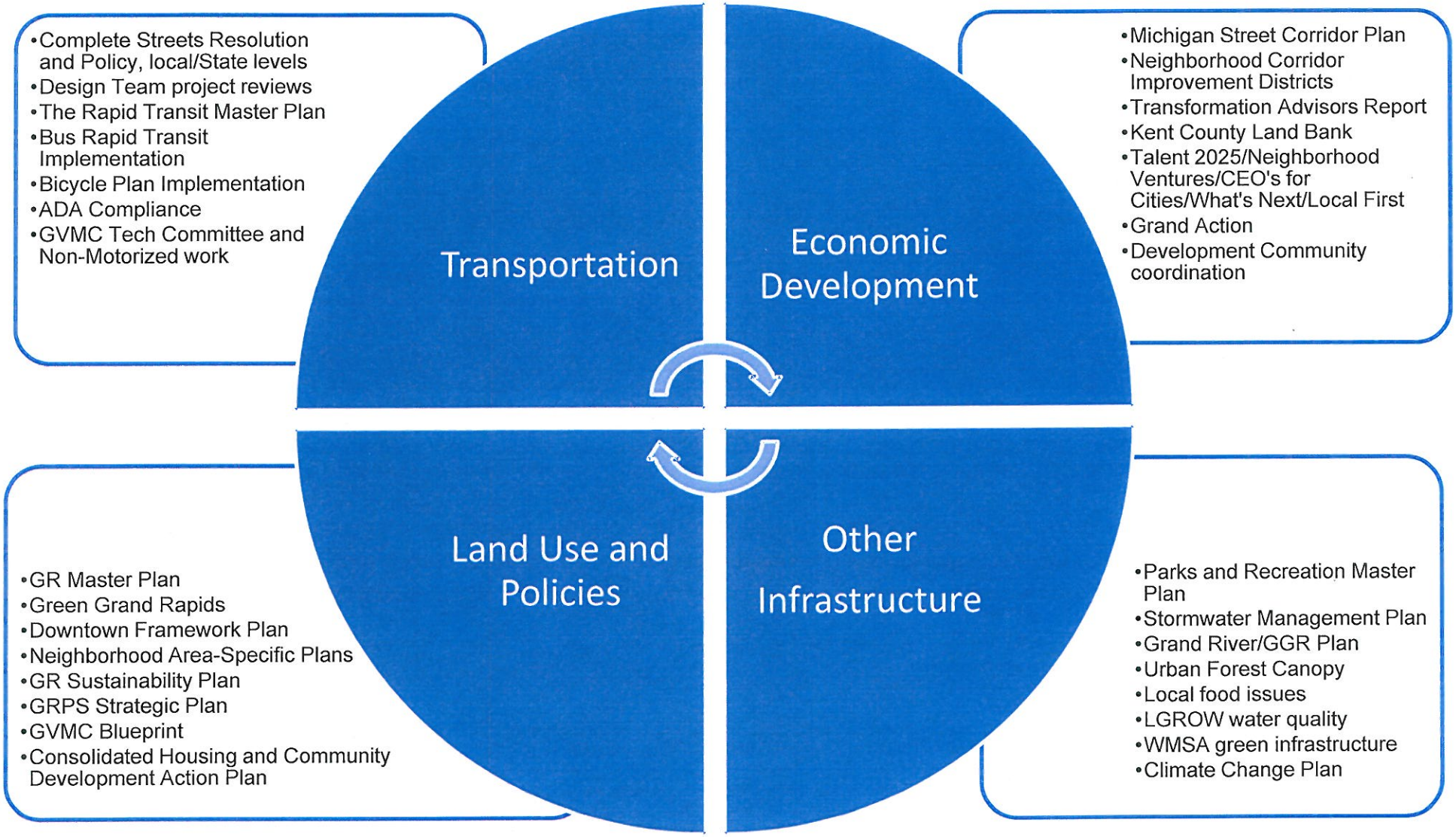
City of Grand Rapids Planning Department



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ATTACHMENT D

Mandate *1 - Federal, State, Charter* *2 - City Ordinance* *3 - Discretionary*	Department	General Operating Fund Supported Service Description	Possible Privatization *Yes / No*	Possible Partnership/ Consolidation *Yes / No*
1	Administrative Services	**Workforce Diversity:** Monitor and report employment data for City employment, provide training on EEO issues, investigate complaints of harassment and discrimination, and provide Title VI and EEO4 reports	No	No
2	Administrative Services	**Supplier Diversity:** Administer Equal Business Opportunity program for construction, goods, and non-professional services; Administer Micro-Local Business Enterprise Certification Policy	No	No
3	Administrative Services	**Community Diversity:** Promote fair housing; Manage equal opportunity, non-discrimination, and tax abatement programs; Administer Title II of the American with Disabilities Act; Provide staff support to facilitate the work of the Community Relations Commission	No	Yes
3	Administrative Services	**Customer Service Information Center:** Provide customer service to City Hall guests and callers to 456-3000, and provide assistance to City departments	No	Yes
1	Clerk	**Records Management:** Record City Commission meeting agendas and minutes; Process contracts and deeds; Prepare City Code supplements; Process City Board and Commission appointments; Publish and post notices as required; and Receive passport applications	No	No
1	Clerk	**Voter Registration and Elections:** Process voter registrations and conduct elections	No	No
2	Clerk	**Archives:** Operate City Archives and Records Center	Yes	Yes
2	Clerk	**Licensing:** Issue licenses, perform inspections, resolve complaints, and hold appeal hearings	No	Yes
2	Community Development--Code Compliance	**Housing Appeal Board:** Support the citizen board that renders decisions on citizen appeals concerning the housing and building maintenance code	No	No
2	Community Development--Code Compliance	**Inoperable Vehicle:** Respond to complaints, issue notice to the owner of inoperable and/or abandoned vehicles on private property, impound vehicles, and take necessary legal action	Yes	Yes

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2	Community Development--Code Compliance	**Multi-Family Housing Certification:** Administer residential rental property inspection program	Yes	Yes
2	Community Development--Code Compliance	**Vacant/Abandoned Building Securing:** Encourage the rehabilitation and re-occupancy of vacant residential buildings	Yes	Yes
2	Community Development--Code Compliance	**Zoning Complaints:** Respond to zoning complaints through inspections, notices, and other code enforcement actions	Yes	Yes
3	Community Development--Code Compliance	**Housing Complaints:** Investigate housing complaints received, issue orders to make repairs, and work with the owner until repairs are completed.	Yes	Yes
3	Community Development--Code Compliance	**Neighborhood Outreach:** Proactive enforce the housing code with community education; Enforce the Building Maintenance Code for commercial properties, and Enforce the Indoor Clean Air Ordinance	Yes	Yes
3	Community Development--Our Community's Children	**Support Children:** Administer grant programs in cooperation with the Grand Rapids Public Schools to assist children	Yes	Yes
1	Comptroller	**Accounts Payable:** Maintain expenditure control and process City payments	Yes	Yes
1	Comptroller	**Internal Audit:** Conduct financial audits on City agencies and programs; Establish and review checks and balances on fiscal procedures throughout the City; and Serve as a liaison for City, State, and Federal auditors	Yes	Yes
1	Comptroller	**Payroll**: Process and audit payroll and W2s for wages earned by employees	Yes	Yes
3	Design and Development--Economic Development	**Real Estate Disposal/Acquisition:** Increase investment and productivity of vacant excess City owned properties	Yes	Yes
2	Design and Development--Planning	**City Department Support:** Provide support services, including graphic design and production support	Yes	Yes
2	Design and Development--Planning	**Development Compliance:** Provide permitting, inspection, and enforcement to ensure adherence to the historic preservation ordinance, zoning ordinance, and conditional approvals granted by the Planning Commission, Board of Zoning Appeals, Historic Preservation Commission, and City Commission	Yes	Yes

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1	Fiscal Services	**Purchasing:** Procure goods and services in accordance with the City Charter, Commission and Administrative Policies, and the City's Sustainability Plan	Yes	Yes
1	Fiscal Services	**Vehicle Impound:** Maintain the custody and security of impounded vehicles, proces the release of vehicles, and manage the disposal of abandoned vehicles	Yes	Yes
3	Fiscal Services	**Fiscal Adminstration:** Advise City Commission and management regarding use of financial resources; Issue debt and manage existing debt obligations; and Perform accounting and compliance for the City's economic development programs	No	No
2	Human Resources	**Employee Benefits:** Administer the employee benefits program	Yes	Yes
2	Human Resources	**Labor Relations:** Administer and negotiate collective bargaining agreements; Advocate for the City in arbitrations, unfair labor practice complaints, disciplinary actions, taxicab license appeals, grievances, and other administrative hearings	Yes	No
2	Human Resources	**Safety:** Manage City-wide loss control and safety efforts; Ensure compliance with State and Federal regulations associated with the protection and well-being of the City workforce	No	Yes
3	Human Resources	**Recruitment:** Oversee the hiring, promotion, transfer, and reclassification of City staff; Provide support for the Civil Service Board, including exams, eligible lists, hiring, promotions, transfers, layoffs, classification, and compensation plan	No	Yes
3	Human Resources	**Risk Management**: Manage insurance programs and claims; Manager occcupational health services; Manage commercial drivers license drug and alcohol testing; Manage employee medical files; and Administer sidewalk hearings	Yes	Yes
1	Law	**Civil Litigation:** Represent the City in all litigation in all state and federal courts and administrative agencies	Yes	Yes
1	Law	**Municipal Affairs:** Provide legal advice to elected officials, City boards and commissions and City staff; Draft and review all resolutions and ordinances; Conduct legal research and draft legal opinions; and Provide specialized legal consultation to departments	Yes	Yes

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3	Police	**Forensic Services:** Provide 24-hour response to crime scenes and processing of scenes	No	Yes
3	Police	**Grand Rapids Youth Commonwealth:** Provide mentoring, coaching, and positive interaction to over 2300 youth at two youth centers and Camp O'Malley	Yes	Yes
3	Police	**Internal Affairs:** Investigate allegations of employee misconduct	No	Yes
3	Police	**Special Services:** Provide accident investigations and reconstruction; Provide warrants; Provide sex offender registrations; Provide taxi-merchant licenses; and Impound vehicles	No	Yes
3	Police	**Special Events:** Provide support for non-cosponsored and co-sponsored events; Manage picnic shelter reservations; Serve as a liaison with visiting filmmakers	Yes	Yes
3	Police	**Special Response Team:** Maintain a highly trained tactical team that is prepared to respond to crisis situations	No	Yes
3	Police	**Training:** Provide training for police personnel	Yes	Yes
2	Public Services--Parks and Recreation	**Cemeteries:** Manage and maintain 400 acres of cemetery property with approximately 550 burials annually	Yes	Yes
2	Public Services--Parks and Recreation	**Park Maintenance:** Mainain park grounds; Perform monthly playground safety inspections; Maintain and repair damaged park infrastructure	Yes	Yes
2	Public Services--Parks and Recreation	**Recreation:** Provide youth and adult instructional classes; Provide youth sports; and Manage field rentals	Yes	Yes
3	Public Services--Parks and Recreation	**After School Programs:** Provide neighborhood-based academic support for youth	Yes	Yes
3	Public Services--Parks and Recreation	**Aquatics:** Manage, maintain, and train staff for the City's swimming pools, wading pools, and water playgrounds	Yes	Yes
3	Public Services--Parks and Recreation	**Indian Trails Golf Course:** Operate and maintain Indian Trails Golf Course	Yes	Yes
3	Technology and Change Management	**Technology Services:** Provide and maintain technology infrastructure; Provide technology application consulting and development; and Provide telephone services	Yes	Yes

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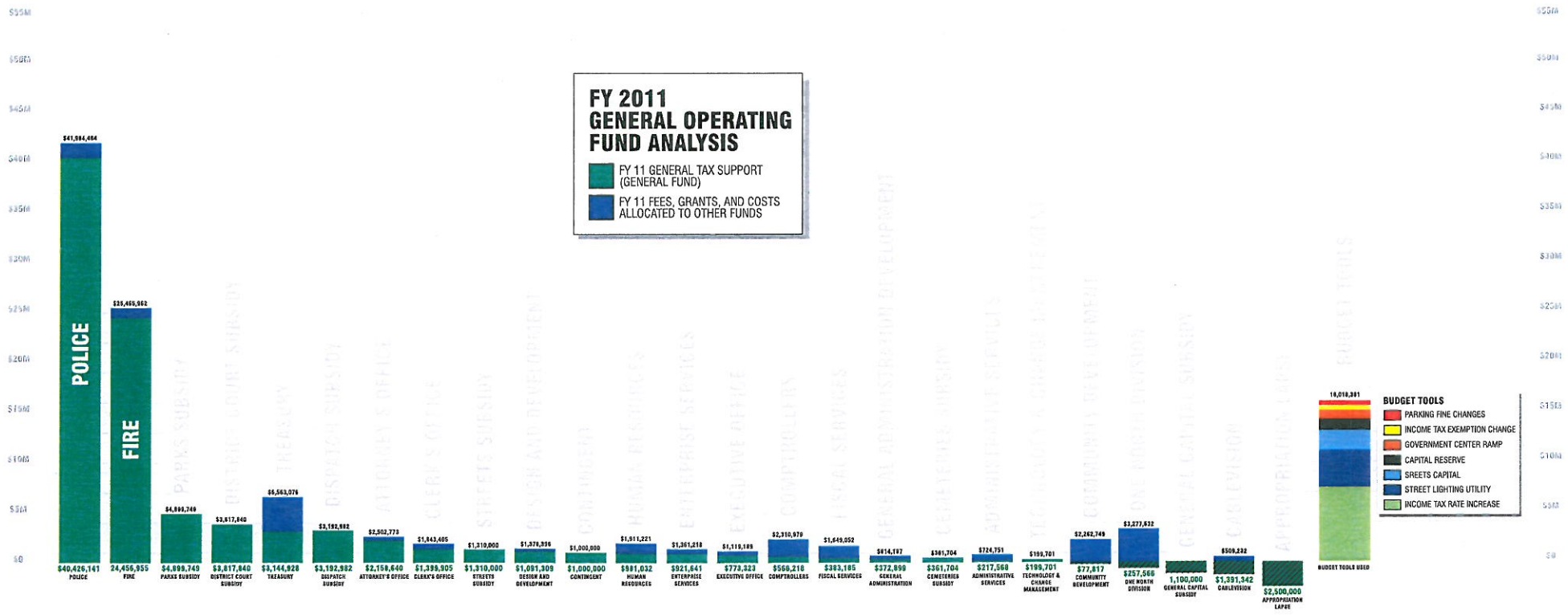
3	Treasury--Treasurer	**Cash Management and Investments:** Manage investment portfolio after analysis of cash positions and disbursement transfers for accounts; Review and approve payables; Provide for investment accounting, tracking of investments for bond arbitrage purposes, and reporting on other financial activities	Yes	Yes
3	Treasury--Treasurer	**Central Mail:** Process and deliver interdepartmental and United States mail	Yes	Yes
3	Treasury--Treasurer	**Customer Service:** Address customer concerns regarding property taxes, special assessments, parking violations, and miscellaneous property lien and housing fee matters; Create and implement policies and respond to law changes; and Prepare small claims affidavits and Treasurer's reports	No	Yes



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