


# CITY COMMISSION POLICY

<b>GRAND RAPIDS</b>  <b>MICHIGAN</b>	<b>NUMBER:</b> 700-03	<b>HISTORY</b> <b>FILE #      DATE</b>
	<b>DATE:</b> December 12, 1978	
	<b>FILE NUMBER:</b> 33840	
	<b>DEPARTMENT:</b> FISCAL SERVICES	

**SUBJECT:**    **UNIFORM POLICY ON SPECIAL ASSESSMENT BILLING AND CONFIRMATION OF SPECIAL ASSESSMENT ROLLS**

**PURPOSE:**    To establish a policy whereby Special Assessment billings and confirmation of Special Assessment Rolls shall conform to construction of public improvements.

**POLICY:**

1. Special Assessment Rolls shall be confirmed and liens attached to abutting properties as soon as possible after the City Commission has met as a Board of Review as required in Title I, Chapter 10 of the Grand Rapids City Code.
2. Special Assessment Rolls on Nuisances shall be confirmed as close as possible to June 1 of each calendar year.
3. Except under unusual circumstances, award of a contract for public improvements financed in part by Special Assessments should occur on or after the date that the Special Assessment Roll is confirmed.
4. The City Commission shall, by resolution, establish a uniform due date for all confirmed Special Assessment projects on an annual basis. In the event that construction is delayed so that the initial due date falls before construction has begun in a Special Assessment District, the City Manager shall so advise the City Commission. The City Commission may, by resolution, defer the first

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installment in that district to a later due date without interest and penalty to the property owner(s) during the period of deferment. However, subsequent installments two (2) through ten (10) and interest as calculated from the original due date of the roll shall be due thereafter on the originally established due date of each succeeding year until the assessment is paid in full.