



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 4, 2018

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Jeff Dood, Chief Financial Officer

**FROM:** Connie M. Bohatch, Managing Director of Community Services  
Community Development Department

**SUBJECT:** **Resolution authorizing the Mayor to sign certain routine program documents for activities of the Community Development and Economic Development Departments for the 2019 calendar year**

Attached is a resolution authorizing execution of certain documents for routine program activities of the Community Development and Economic Development Departments for calendar year 2019. The City Clerk's Office has requested this type of resolution be approved at the beginning of each calendar year. The resolution covers the specific activities listed below:

Conditional Deeds and Land Contracts

- Quit Claim Deeds in fulfillment of terms and conditions

Rental Rehabilitation Program

- Assumptions of Mortgages
- Subordinations of Mortgages
- Covenants Running with the Land

Neighborhood Stabilization Program, Homebuyer Assistance Fund, and Housing Rehabilitation and Lead Hazard Control programs

- Subordinations of Mortgages

Receivership Program

- Agreements and Discharge of Mortgages

The Community Development or Economic Development Department reviews each of these items for compliance with applicable contracts, agreements, policies, guidelines, and/or local plans, and obtains approval of the Attorney's Office prior to seeking the Mayor's signature.



YOUR FISCAL COMMITTEE recommends adoption of the following resolution authorizing the Mayor to sign certain routine program documents for the 2019 calendar year.

RESOLVED:

1. That the Mayor is hereby authorized to execute, in calendar year 2019, on behalf of the City of Grand Rapids and in a form approved by the City Attorney, the following instruments:
  - Quit claim deeds in fulfillment of terms contained in conditional deeds and land contracts in connection with previously approved City Commission resolutions;
  - Assumptions of mortgages, subordinations of mortgages, and covenants running with the land in connection with City Commission Policy 900-19 for the Rental Rehabilitation program;
  - Subordinations of mortgages in connection with City Commission Policy 900-35 for the Homebuyer Assistance Fund;
  - Subordinations of mortgages in connection with City Commission Policy 900-13 for the Housing Rehabilitation Program;
  - Subordinations of mortgages for the Lead Hazard Control Program and Neighborhood Stabilization Program;
  - Agreements and Discharge of Mortgages in connection with City Commission Policy 900-18 for Loans for Exterior Repairs, Court-ordered Repair of Dwellings and Personal Representatives; and
2. That, as necessary, the aforesaid instruments shall be recorded with the Kent County Register of Deeds Office and filed with the Grand Rapids City Clerk.

Prepared by Erin Banchoff

*Sherry Batzer*