

**CITY OF LAWRENCE
APPROVED ORDINANCE
DOC. 177/2014**

The following is a representation of the ordinances approved by vote of the Lawrence City Council in session held on July 1, 2014 relative to the Reorganization of the Office of Planning and Development for the City of Lawrence. The references provided herein are NOT intended as the final and complete draft of the approved ordinances which shall be submitted by the City Attorney for codification with the Lawrence Municipal Code.

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by adding the following new Chapter to the Municipal Code in proper numerical order:

Chapter 2.74 of the Municipal Code (Department of Business and Economic Development.)

2.74.010 Department established.

There is established the department of business and economic development to assist the Director of the Office of Planning and Development in all administrative and fiscal matters, including budget development, grant development, grant administration, budget monitoring, purchasing, and contract administration.

2.74.020 Composition.

The department of business and economic development shall consist of a director of department of business and economic development as the head thereof, and such subordinate officers and employees as may be provided for by ordinance.

2.74.030 Business and Economic Development Director (Codified elsewhere).

2.70.040 Supervision of department.

Notwithstanding the provisions of any ordinance to the contrary, all of the employees, staff and consultants engaged in business and economic development functions shall be under the general supervision of the director of business and economic development.

2.74.050 Administrative assistant (Business and Economic Development Department)(Codified elsewhere).

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.12.080 (Chief Economic Development Officer) and inserting in its place and stead the following new Section 2.12.080 (Business and Economic Development Director):

Current Ordinance to be deleted:

2.12.080 Chief economic development officer.

- A. *Established.* There is established in the office of the mayor the position of chief economic development officer, to be appointed by the mayor and confirmed by the city council. The chief economic development officer shall serve at the pleasure of the mayor.
- B. *Duties.* Under the direction of the mayor, and in accordance with a description of duties established by the mayor and the personnel director, the chief economic development officer shall serve as chief advisor to the mayor on economic development issues, shall be responsible for the implementation of the mayor's economic development program, shall coordinate economic development programs with other departments of the city and state, federal, and local agencies, shall act as the city's primary liaison to the business and development communities, and shall perform such related tasks as may be assigned by the mayor. The chief economic development officer shall report to the city council, in person, and provide a written report when requested, but not less than quarterly, to inform the city council of the progress of the city's economic development program.
- C. *Qualifications.* The minimum qualifications for the position of chief economic development officer shall be a bachelor's degree in business, government, public administration or a related field, a minimum of five years' experience in economic development related to the public sector, significant experience with and knowledge of state, federal and local economic development programs and funding sources, significant experience in real estate, business development and business management, and such other' qualifications as may be deemed necessary or desirable by the mayor.
- D. *Salary.* The salary range for the chief economic development officer shall be between \$60,000.00 and \$70,000.00 annually, with the specific salary to be set by the mayor within said range. The chief economic development officer shall be entitled to three weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Proposed Ordinance:

Sec. 2.74.030. Business and Economic Development Director

A. Position Established; Duties

There is hereby established in the Business and Economic Development Department of the Office of Planning and Development, the position of Business and Economic Development Director, *who shall serve at the pleasure of the mayor upon confirmation by the City Council [amendment approved by vote of the City Council on 7-1-14]*. The Business and Economic Development Director shall, in conjunction with policies, procedures, rules, regulations, and ordinances of the City of Lawrence, perform administrative and technical work in assisting the Director of the Office of Planning and Development in all administrative and fiscal matters, including budget development, grant development, grant administration, budget monitoring, purchasing, and contract administration.

Under the direction of the Director of the Office of Planning and Development, the Business and Economic Development Director shall prepare and analyze budgets, prepare reports, and submit recommendations on administrative, fiscal, organizational, and procedural matters; administer the City's economic development planning activities including market planning, economic base analyses, feasibility studies, and other research which suggests strategies for economic development programs; work with consultants on the design and development of marketing materials, explaining the City's resources. Plans and manages new and ongoing marketing initiatives; oversee central business district revitalization efforts, including procuring and managing consultants, managing downtown reuse programs, business retention and recruitment efforts; Manage Section 108 and Small Business Loan programs and services respective portfolios for compliance with HUD regulations. Oversee the small business loan program review, approval underwriting, and closing and portfolio maintenance; review loan applications; prepare environmental review documentation; perform written analyses; recommend technical assistance as necessary; manage files as well as monitor loans; and monitor clients' job creation and/or retention performance; coordinate economic development and neighborhood redevelopment projects including but not limited to the NRSA Program, Brownfields Program, mill reuse, and gateway projects; represent the City at meetings with other local and regional economic development and related organizations working on joint activities including, but not limited to site development, and local and regional marketing; manage business tax benefit programs on behalf of the City (i.e. Renewal Community); work with eligible projects, develops applications, and oversees implementation of incentives; prepare applications to State and Federal agencies for program or project funding; manage program progress; develop and implement economic development programs appropriate for operations within the City; respond to requests from businesses for information on City processes, eligibility for programs, cost and availability of services; develop appropriate materials and publications to assist this process; monitor economic development revenue activity and accounts, participates in monthly reviews and annual budget process; develop and maintain program reporting and record keeping functions; assure that records are complete and accurate; participate in management meetings, recommendations and operations within the Division.

B. Business and Economic Development Director - Salary and Benefits

The salary for the Business and Economic Development Director shall be at the non-union grade level 6. The Business and Economic Development Director shall be entitled to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

C. Business and Economic Development Director - Qualifications

The Business and Economic Development Director shall have, at a minimum, a Master's Degree (M.A.) in Business, Economics, Community Development, Public Administration or related area and (2) two to (4) four years' experience including substantial experience with management of economic development at the local level and publicly funded programs or equivalent combination of education and experience. Prior management/supervisory experience strongly desired.

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by adding the following new Section 2.70.280 (Grant Writer):

Proposed Ordinance:

Sec. 2.70.280. Grant Writer

A. Position Established; Duties

There is hereby established in the Community Development Department of the Office of Planning and Development, the position of Grant Writer, who shall serve at the pleasure of the mayor. The Grant Writer is primarily responsible for developing and writing grant proposals to and will persuasively communicate the City's mission and programs. Under general direction, facilitates research, development, review, and editing of departmental and/or city grant proposals; conducts basic research for potential funding sources and maintains databases; supports staff and administration in developing proposals.

Under the direction of the Director of the Community Development Department, the Grant Writer shall collaborate with a variety of parties (e.g. district personnel, community organizations, parents, businesses, etc.) for the purpose of securing funding to maintain and enhance services and/or programs; coordinate all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines; develop forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology; develop grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency; evaluate degree of match between listed grant priority areas and the needs of the City of Lawrence for the purpose of matching needs with funding sources; monitor proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds; monitor the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all programs and funding guidelines of awarding organizations; participate in and lead, if appropriate, meetings, workshops and seminars for the purpose of conveying, sharing and/or gathering information required to perform functions; present concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and council approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources; provide support to the City of Lawrence for the purpose of ensuring that the City's strategic goals are met; research grant opportunities (e.g. facility improvements, professional development, curriculum development, administrative needs, etc.) for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities; support the Office of Planning & Development through preparation of written materials and presentations for the purpose of getting out clear and effective communications;

write, edit and package proposals, correspondence and periodic reports; correspond with Public Affairs Officer to secure current press information; perform similar or related duties as required.

B. Grant Writer - Salary and Benefits

The salary for the Grant Writer shall be at the non-union grade level 4. The Grant Writer shall be entitled to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

C. Grant Writer - Qualifications

A Bachelor's Degree in communications, marketing, or a related field. Previous experience in grant writing and/or fund-raising preferred. A minimum of four (4) years of experience in grant writing or project development.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by adding the following new Section 2.70.290 (Community Health Worker):

Proposed Ordinance:

Sec. 2.70.290. Community Health Worker

A. Position Established; Duties

There is hereby established in the Community Development Department of the Office of Planning and Development, the position of Community Health Worker, who shall serve at the pleasure of the mayor. The position supports the Mayor's Health Task Force (MHTF) with managing the daily operations of the MHTF/CHNA 11, a coalition that promotes health equity through collaborative efforts with its approximately 90 member organizations from the greater Lawrence, Merrimack Valley, and Boston areas, primarily through eight (8) actively engaged working groups (Behavioral Health; Healthy Active Living; Lawrence Coalition on Teen Pregnancy; Lawrence Mammography Services; Men's & Women's Health; Oral Health; and Research Initiative), and in partnership with a variety of local, regional and statewide partners. Community health worker ~~is~~ are dedicated individuals who function along a continuum ranging from individual and community development to service delivery and promoting community empowerment and social justice. They often help link people to needed health care information and services.

Under the direction of the Director of the Community Development Department, the Community Health Worker shall serve as the primary point of contact to the vast MHTF membership and partners, serve as liaison for all the MHTF working groups and co-chairs and between the Coordinator and the membership; plan and host monthly working groups and general membership bi-monthly meetings of this coalition; represent the MHTF at a variety of meetings at the local, regional, and state levels, act as a conduit of information; help support the planning and implementation of a variety of awareness-raising and educational campaigns and health screenings throughout the year hosted by the various working groups; provide extensive clerical and operational support to the MHTF Coordinator, including, but not limited to, managing the list-serve, maintaining records, and preparing agendas and typing minutes for working groups, among other things; participate in conference calls and webinars, as needed, particularly those related to the planning of various events, such as the state's Department of Public Health Ounce of Prevention Conference annually and to support the work of the Northeast Regional CHNA Leadership and the Inter-State CHNA, and liaise with all the Working and Sub-Working Groups under the MHTF; attend trainings, conferences and forums, organized by public health agencies and/ or partners of the MHTF, and other groups, in addition to meetings locally and statewide; attend the Health Councils of the GLCAC Early Education Programs and the MSPCC groups; all meetings of the MA DPH Northeast Regional Community Health Network Areas (CHNA) Leadership and Inter-State CHNA; represent the coordinator or the MHTF, should s/he be unable to be present at a function or in a meeting; help individuals, families, groups and communities develop their capacity and access to resources of health information; facilitate communication and client empowerment in interactions with health care/social service

systems; deliver health information using culturally appropriate terms and concepts; link people to health care/social service resources, advocate for local health needs.

B. Community Health Worker - Salary and Benefits

The salary for the Community Health Worker shall be at the non-union grade level 1. The Community Health Worker shall be entitled to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

C. Community Health Worker - Qualifications

A Bachelor's Degree in Health, Health Education or; a License Practicing Nurse or; an Education Specialist with one (1) years progressively responsible experience in the municipal government or the health field or; Health and Human Service Agency or a Health Foundation or; an equivalent combination of education and experience. Bilingual Spanish/English language preferred.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.68.030 (Director of Planning) and inserting in its place and stead the following new Section 2.68.030 (Director of Office of Planning and Development):

Current Ordinance to be deleted:

2.68.030 Director of planning.

A.

Position established. There is established the position of director of planning, to be appointed by the mayor and confirmed by the city council. The director of planning shall serve at the pleasure of the mayor and shall be coterminous with the mayor.

B.

[Responsibilities.] The director of planning shall be responsible for the administration of and for management and oversight of all matters related to planning and for the supervision and direction of all officers, employees, staff and consultants employed by the city in these functions. The director shall:

Perform professional, supervisory, and administrative work for the city's planning department. Work involves assessing proposals for land use and development; determining compliance with zoning bylaws and subdivision regulations, other local regulations and applicable state and federal laws; planning long-range projects; acquiring and administering grants; and recommending policies, standards or criteria; performs all other related work as required. In the performance of these duties, the director shall:

1.

Administer the city's land use processes; coordinate all planning board actions, ensure compliance with all statutory requirements, drafts and propose amendments to the zoning ordinance as needed, prepares all required reports and maintain records.

2.

Provide professional advice and recommendations to the planning board; evaluation of plans, subdivision regulations, and site plan reviews, applications for special permits for development, and decisions relating to all areas of community planning and development and the city's zoning and subdivision control regulations.

3.
Propose projects, seeks grant programs for funding, write and administers grant proposals and apply for and manages grants; oversee projects to ensure compliance with grant requirements.
4.
Provide administrative support to the planning board; prepare agendas for and attends meetings, research applications and petitions, administer policies and procedures, and provide other information or assistance as needed to the zoning board of appeals and the city's conservation commission.
5.
Takes enforcement action necessary when violations of planning board approvals occur, including the monitoring of all residential, commercial and industrial developments.
6.
Assist the city's legal counsel in preparing planning board court cases and testify at court hearings as required.
7.
Develop, implement, and administer various planning studies relating to land use, development and infrastructure improvements; provide recommendations regarding city land use; write and update the city's master plan.
8.
Provide technical advice and assistance to various boards/committees/departments, business community, and downtown revitalization groups as required.
9.
Serve as city and planning board liaison with various state and federal officials regarding planning/development issues affecting the community.
10.
Work with developers, engineers, attorneys, and others involved with the development process; negotiate approval conditions and public infrastructure improvements with applicants.
11.
Provide information and assistance to other city departments and the public regarding zoning, site plans, subdivisions, and other topics; respond to inquiries or complaints and explains policies and procedures.

12.

Prepare and submit department's annual operating budget, annual report for the planning department; administer approved budget and monitors expenditures in a detailed and accurate manner.

13.

Maintain a city-wide housing and demographic database and be familiar with the utilization of a computerized G.I.S. system for the city.

C.

Qualifications. The minimum qualifications for the position of director of planning shall be a master's degree in urban and regional planning preferred; minimum of five years' experience as a municipal planner with one to three years of supervisory experience; or any equivalent combination of education and experience. A valid Massachusetts driver's license and AICP certification preferred.

D.

Salary. The salary for the director of planning shall be \$70,000.00 to \$80,000.00 annually. The director of planning shall be entitled to three weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Proposed Ordinance:

Sec. 2.68.030. Director of Office of Planning and Development

A.

Position established. There is established the position of Director of the Office of Planning and Development, to be appointed by the mayor and confirmed by the city council. The director of planning shall serve pursuant to a contract of employment.

B.

[Responsibilities.] The Director of the Office of Planning and Development shall be responsible for the administration of and for management and oversight of all matters related to planning and for the supervision and direction of all officers, employees, staff and consultants employed by the city in these functions. The director shall:

Perform professional, supervisory, and administrative work for the city's planning department. Work involves assessing proposals for land use and development; determining compliance with zoning bylaws and subdivision regulations, other local regulations and applicable state and federal laws; planning long-range projects; acquiring and administering grants; and recommending policies, standards or criteria; performs all other related work as required. In the performance of these duties, the director shall:

1.
Administer the city's land use processes; coordinate all planning board actions, ensure compliance with all statutory requirements, drafts and propose amendments to the zoning ordinance as needed, prepares all required reports and maintain records.
2.
Provide professional advice and recommendations to the planning board; evaluation of plans, subdivision regulations, and site plan reviews, applications for special permits for development, and decisions relating to all areas of community planning and development and the city's zoning and subdivision control regulations.
3.
Propose projects, seeks grant programs for funding, write and administers grant proposals and apply for and manages grants; oversee projects to ensure compliance with grant requirements.
4.
Provide administrative support to the planning board; prepare agendas for and attends meetings, research applications and petitions, administer policies and procedures, and provide other information or assistance as needed to the zoning board of appeals and the city's conservation commission.
5.
Take enforcement action necessary when violations of planning board approvals occur, including the monitoring of all residential, commercial and industrial developments.
6.
Assist the city's legal counsel in preparing planning board court cases and testify at court hearings as required.
7.
Develop, implement, and administer various planning studies relating to land use, development and infrastructure improvements; provide recommendations regarding city land use; write and update the city's master plan.
8.
Provide technical advice and assistance to various boards/committees/departments, business community, and downtown revitalization groups as required.
- 9.

Serve as city and planning board liaison with various state and federal officials regarding planning/development issues affecting the community.

10.

Work with developers, engineers, attorneys, and others involved with the development process; negotiate approval conditions and public infrastructure improvements with applicants.

11.

Provide information and assistance to other city departments and the public regarding zoning, site plans, subdivisions, and other topics; respond to inquiries or complaints and explains policies and procedures.

12.

Prepare and submit department's annual operating budget, annual report for the planning department; administer approved budget and monitors expenditures in a detailed and accurate manner.

13.

Maintain a city-wide housing and demographic database and be familiar with the utilization of a computerized G.I.S. system for the city.

C.

Qualifications. The minimum qualifications for the position of Director of the Office of Planning and Development shall be a master's degree in urban and regional planning preferred; minimum of five years' experience as a municipal planner with one to three years of supervisory experience; or any equivalent combination of education and experience. A valid Massachusetts driver's license and AICP certification preferred.

D.

Salary. The salary for the Director of the Office of Planning and Development shall be pursuant to a contract of employment. The Director of the Office of Planning and Development shall be entitled to three weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.72.020 (Commissioner of Inspectional Services) and inserting in its place and stead the following new 2.72.020 (Director of Inspectional Services):

Current Ordinance to be deleted:

2.72.020 Commissioner of inspectional services.

A.

Appointment. The Commissioner of inspectional services shall be appointed by the mayor, subject to confirmation of the city council as provided in the Charter.

B.

[Responsibilities.] The Commissioner of inspectional services shall have full charge of the work and full supervision of all officers and employees of this department.

C.

[Education and experience.] The Commissioner shall be a person especially suited by education, training and experience to perform the duties of the office. The Commissioner shall have a minimum of five years' experience in the supervision of building construction or related code enforcement or design or a college degree in a field related to building construction or design. The commissioner shall have demonstrated ability in administration, planning, assignment and supervision of personnel and management of a budget.

D.

Salary. The salary for the position of Commissioner of inspectional services shall be \$53,000.00 per year.

Proposed Ordinance:

2.72.020 Director of Inspectional Services.

A.

Appointment. The Director of Inspectional Services shall be appointed by the mayor, subject to confirmation of the city council as provided in the Charter.

B.

[Responsibilities.] The Director of Inspectional Services shall work under the supervision of the Director of the Office of Planning and Development, and shall have full charge of the work and full supervision of all officers and employees of the Department of Inspectional Services.

C.

[Education and experience.] The Director shall hold a Bachelor's Degree in Public Health, Building Construction, Building Design, or related field, and a minimum of five (5) years of experience in the supervision of building construction or related code enforcement or design; or an equivalent combination of education and experience. Master's Degree preferred. A candidate for this position should have a valid Massachusetts driver's license. Registered sanitarian preferred, but not required for the position.

D.

Salary. The salary for the Director of Inspectional shall be at the non-union grade level 6. The Director of Inspectional Services shall be entitled to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.70.030 (Director of community development) and Section 2.70.040 (Supervision of department) and inserting in their respective place and stead the following new Sections 2.70.030 (Director of community development) and Section 2.70.040 (Supervision of department):

Current Ordinances to be deleted:

2.70.030 Director of community development.

A.

Position established. There is established the position of director of community development, to be appointed by the mayor and confirmed by the city council. The director of community development shall serve at the pleasure of the mayor and shall be coterminous with the mayor.

B.

[Responsibilities.] The director of community development shall be responsible for the administration of the department of community development and for management and oversight of all matters related to programs relating to economic development, community development and housing activities in the city. Employee is responsible for managing employees, programs and services to achieve specific goals in activities related to neighborhood revitalization, economic development and housing development and for the supervision and direction of all officers, employees, staff and consultants employed by the city in these functions. In the performance of these duties, the director shall:

1.

Provide leadership and direction in the development and direct implementation of short and long-range plans. Report and make recommendations, coordinate department activities with other agencies and city departments, particularly the planning department. Insure project completion within timely fashion.

2.

Develop and administer policies, budgets and strategies for the city's community, economic development and housing agendas.

3.

Exercise directorial oversight for community development block grant (CDBG), HOME investment partnership program, lead paint reduction, McKinney-Vento program, emergency shelter grants and other state and federal grant programs assigned. Insure all program requirements from

funding sources are met. Act as primary point of contact with officials from funding agencies.

4.

Manage and supervise housing, community and economic development operations to achieve goals within available resources, plan and organize workloads and staff assignments, train, motivate and evaluate assigned staff, review progress, and direct changes as needed. Insure timely project completion.

5.

Identify opportunities for businesses to locate within the city and provide assistance in achieving the relocation. Develop and lead outreach strategies for business retention. Recruitment and retention work within the objectives of expanding the tax base and increasing job opportunities.

6.

Actively seek the support and cooperation of other public, quasi-public and private entities as well as neighborhood groups and the media, to support appropriate development in Lawrence.

7.

Make private and public presentations to supervisors, boards, commissions, civic groups and the general public. Communicate official plans, programs, policies and procedures to staff and the general public.

8.

Insure that assigned areas of responsibility are performed within budget. Manage cost control activities, monitors revenues and expenditures in assigned area to insure sound fiscal control, prepares annual budget requests, insures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

9.

Provides leadership and day-to-day guidance to department members in a variety of matters.

C.

Education and experience. The minimum qualifications for the position of director of community development shall be a master's degree (M.A.) in community development, urban planning, public administration or equivalent. Experience must include substantial experience (ten+ years) in community development, management of publicly funded programs, budget preparation and management, experience at the local level and grant writing experience or equivalent combination of education and experience. Prior management/supervisory experience required.

D.

Salary. The salary for the director of community development shall be \$75,000.00 annually. The director of planning and development shall be entitled to three weeks' vacation commencing with the first year of employment and shall be

entitled to such other benefits which other employees in the administrative service of the city receive.

2.70.040 Supervision of department.

Notwithstanding the provisions of any ordinance to the contrary, all of the employees, staff and consultants engaged in community development and economic development functions shall be under the general supervision of the director of community development.

Proposed Ordinances:

2.70.030 Director of Community Development.

A.

Position established. There is established the position of Director of Community Development, to be appointed by the mayor and confirmed by the city council. The Director of Community Development shall serve at the pleasure of the mayor and shall be coterminous with the mayor.

B.

[Responsibilities.] The Director of Community Development shall work under the supervision of the Director of the Office of Planning and Development, and shall be responsible for the administration of the department of community development and for management and oversight of all matters related to programs relating to community development and housing activities in the city. The Director of Community Development is responsible for managing employees, programs and services to achieve specific goals in activities related to neighborhood revitalization and housing development, and for the supervision and direction of all officers, employees, staff and consultants employed by the city in these functions. In the performance of these duties, the director shall:

1.

Provide leadership and direction in the development and direct implementation of short and long-range plans. Report and make recommendations, coordinate department activities with other agencies and city departments, particularly the planning department. Insure project completion within timely fashion.

2.

Develop and administer policies, budgets and strategies for the city's community, economic development and housing agendas.

3.

Exercise directorial oversight for community development block grant (CDBG), HOME investment partnership program, lead paint reduction, McKinney-Vento program, emergency shelter grants and other state and

federal grant programs assigned. Insure all program requirements from funding sources are met. Act as primary point of contact with officials from funding agencies.

4.

Manage and supervise housing, and community development operations to achieve goals within available resources, plan and organize workloads and staff assignments, train, motivate and evaluate assigned staff, review progress, and direct changes as needed. Insure timely project completion.

5.

Actively seek the support and cooperation of other public, quasi-public and private entities as well as neighborhood groups and the media, to support appropriate development in Lawrence.

6.

Make private and public presentations to supervisors, boards, commissions, civic groups and the general public. Communicate official plans, programs, policies and procedures to staff and the general public.

7.

Insure that assigned areas of responsibility are performed within budget. Manage cost control activities, monitors revenues and expenditures in assigned area to insure sound fiscal control, prepares annual budget requests, insures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

8.

Provides leadership and day-to-day guidance to department members in a variety of matters.

9. Supports the Office of Planning and Development.

C.

Education and experience. The minimum qualifications for the position of director of community development shall be a master's degree (M.A.) in community development, urban planning, public administration or equivalent. Experience must include substantial experience (ten+ years) in community development, management of publicly funded programs, budget preparation and management, experience at the local level and grant writing experience or equivalent combination of education and experience. Prior management/supervisory experience required.

D.

Salary. The salary for the Director of Community Development Director shall be at the non-union grade level 8. The Director of Inspectional Services shall be entitled three weeks' vacation commencing with the first year of employment and to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

2.70.040 Supervision of department.

Notwithstanding the provisions of any ordinance to the contrary, all of the employees, staff and consultants engaged in community development functions shall be under the general supervision of the Director of Community Development.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.70.250 (Property acquisition /disposition officer) and inserting in its place and stead the following new 2.70.250 (Asset Officer):

Current Ordinance to be deleted:

2.68.070 Property acquisition /disposition officer.

A.

Position established. There is established the position of Property acquisition /disposition officer, to be appointed by the mayor.

B.

[Responsibilities.] The Property acquisition /disposition officer shall be responsible for performing responsible and confidential administrative functions for the city planning department. Primary staff person in the department for the acquisition and/or disposition of "tax title" Property and city owned, under-utilized property. Works closely with several city departments, including the city attorney, who exercises key legal authority during taking process for "tax title" process. In the performance of these duties the Property acquisition /disposition officer shall:

1.

Serve as primary staff person responsible for the real property task force (task force) for the City of Lawrence. The task force is charged with the acquisition and/or disposition of "tax title" Property and city owned, under-utilized property.

2.

Facilitate the process of tax title taking working with the treasurer's office, assessor's office, city attorney's office and community development department.

3.

Work closely with city attorney and staff in regard to selection and prioritization of Property acquisition through land court process.

4.

Correspond with public officials and attends meetings relevant to position functions.

5.

Create and maintains confidential databases, inputs information and updates records on a continuous basis.

6.

Prepare a variety of written correspondence.

7.
Perform a variety of administrative duties requiring a high degree of legal knowledge and expertise.

8.
Perform similar or related duties as required.

C.
Education and experience. The minimum qualification for the position of Property acquisition/disposition officer shall be a bachelor's degree with coursework in paralegal studies or equivalent preferred, with at least one year of paralegal experience in a law office working on real estate issues; or an equivalent combination of education and experience.

D.
Salary. The salary for the Property acquisition /disposition officer shall be \$45,000.00 to \$50,000.00 annually. The Property acquisition /disposition officer shall be entitled to two weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Proposed Ordinance:

2.68.070 Asset officer.

A.
Position established. There is established the position of Asset officer, to be appointed by the mayor.

B.
[Responsibilities.] The Asset officer shall be responsible for performing responsible and confidential administrative functions for the city planning department. Primary staff person in the department for the acquisition and/or disposition of "tax title" Property and city-owned, under-utilized property. Employee works closely with several city departments, including the city attorney, who exercises key legal authority during taking process for "tax title" process. In the performance of these duties the Asset officer shall:

1.
Serve as primary staff person responsible for the real property task force (task force) for the City of Lawrence. The task force is charged with the acquisition and/or disposition of "tax title" Property and city owned, under-utilized property.

2.
Facilitate the process of tax title taking working with the treasurer's office, assessor's office, city attorney's office and the entire Office of Planning and Development.

3. Work closely with city attorney and staff in regard to selection and prioritization of Property acquisition through land court process.
4. Correspond with public officials and attends meetings relevant to position functions.
5. Create and maintains confidential databases, inputs information and updates records on a continuous basis.
6. Prepare a variety of written correspondence.
7. Perform a variety of administrative duties requiring a high degree of legal knowledge and expertise.
8. Perform similar or related duties as required.

C.

Education and experience. The minimum qualification for the position of Asset officer shall be a bachelor's degree with coursework in paralegal studies or equivalent preferred, with at least one year of paralegal experience in a law office working on real estate issues; or an equivalent combination of education and experience.

D.

Salary. The salary for the Asset Officer shall be at the non-union grade level 3. The Asset Officer shall be entitled two weeks' vacation commencing with the first year of employment and to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.68.080 (Administrative assistant (planning department)) and inserting in its place and stead the following new 2.68.080 (Administrative assistant (Business and Economic Development Department)):

Current Ordinance to be deleted:

2.68.080 Administrative assistant (planning department).

A.

Position established. There is established the position of administrative assistant, to be appointed by the mayor.

B.

[Responsibilities.] The administrative assistant (planning department) shall be responsible for providing highly responsible clerical services in the planning department; employee receives telephone calls and visitors, maintains filing systems, prepares reports, prepares a variety of correspondence, schedules meetings and appointments; performs all similar or related duties as required. In the performance of these duties the administrative assistant (planning department) shall:

1.

Perform a variety of customer services functions as primary contact for office, screen calls and greet visitors, take messages, schedule appointments, answer or direct inquiries and complaints as appropriate.

2.

Maintain and update filing systems for office.

3.

Order office supplies and maintain inventory of supplies.

4.

Perform clerical duties of office; prepare correspondence and reports, make copies, may distribute mail.

5.

Direct the activities of constituent services; advise the planning director on matters of public policy and disseminate information to the public and other city employees.

6.

Write press releases and speeches for the planning director and act as a liaison between the press and the planning director's office.

7.
Seek out and advise the planning director on potential business development opportunities in the city.
8.
Attend and represent the planning department at city department, council, board, or office meetings as requested.

C.

Education and experience. The minimum qualifications for the position of administrative assistant (planning department) shall be a college degree in public administration or a related field; or two years of college courses, three to five years of public administration experience, preferably in areas of public policy setting and/or constituent services.

D.

Salary. The salary for the administrative assistant (planning department) shall be \$35,000.00 to \$45,000.00 annually. Administrative assistant (planning department) shall be entitled to two weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Proposed Ordinance:

2.74.050 Administrative assistant (Business and Economic Development Department).

A.

Position established. There is established the position of administrative assistant, to be appointed by the mayor.

B.

[Responsibilities.] The administrative assistant (Business and Economic Development Department) shall be responsible for providing highly responsible clerical services in the Business and Economic Development Department; employee receives telephone calls and visitors, maintains filing systems, prepares reports, prepares a variety of correspondence, schedules meetings and appointments; performs all similar or related duties as required. In the performance of these duties the administrative assistant (Business and Economic Development Department) shall:

1.

Perform a variety of customer services functions as primary contact for office, screen calls and greet visitors, take messages, schedule appointments, answer or direct inquiries and complaints as appropriate.

2.

Maintain and update filing systems for office.

3.
Order office supplies and maintain inventory of supplies.
4.
Perform clerical duties of office; prepare correspondence and reports, make copies, may distribute mail.
5.
Direct the activities of constituent services; advise the Business and Economic Development Director on matters of public policy and disseminate information to the public and other city employees.
6.
Write press releases and speeches for the Business and Economic Development Director and act as a liaison between the press and the Business and Economic Development Director's office.
7.
Seek out and advise the Business and Economic Development Director on potential business development opportunities in the city.
8.
Attend and represent the Business and Economic Development Department at city department, council, board, or office meetings as requested.

C.

Education and experience. The minimum qualifications for the position of administrative assistant (planning department) shall be a college degree in public administration or a related field; or two years of college courses, three to five years of public administration experience, preferably in areas of public policy setting and/or constituent services.

D.

Salary. The salary for the Administrative Assistant shall be at the non-union grade level 2. The Administrative Assistant shall be entitled two weeks' vacation commencing with the first year of employment and to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.70.210 (Neighborhood Planner) and inserting in its place and stead the following new 2.70.210 (Neighborhood Planner):

Current Ordinance to be deleted:

2.70.210 Neighborhood Planner.

A.

Position established. There is established the position of Neighborhood Planner to be appointed by the mayor.

B.

[Responsibilities.] The Neighborhood Planner shall be responsible for performing professional level work in the field of Neighborhood Planner and to provide information and assistance to city officials, city staff, developers, the nonprofit community and the public on neighborhood, federal entitlement programs and development related matters. Performs all other similar related duties as assigned. In the performance of these duties the Neighborhood Planner shall:

1.

Attend and participate in community and neighborhood meetings to gain an understanding of issues and existing resources in evaluating neighborhoods for community development opportunities; maintain familiarity with the development of assigned geographic areas through neighborhood meetings, the development review process and community contacts.

2.

Establish and maintain productive, professional working relationships with community leaders, elected officials, city staff and other agencies; assist in project implementation at neighborhood level; maintain an understanding of a variety of neighborhood group interests and perspectives; research ways to leverage and coordinate resources to accomplish positive change.

3.

Identify active members of the community and assist in developing their potential to become neighborhood leaders; assist in creating organized neighborhood groups; utilize community relationships to assist in forming steering committees, boards and commissions, prepare meeting agendas, notifications and minutes; facilitate meetings.

4.

Lead and participate in the evaluation and strategic development of new and existing neighborhood organizations; facilitate neighborhood organization and consensus building; train, assist and empower residents to access resources and independently resolve issues.

5. Work with the planning department and others in the creation, development and implementation of Neighborhood plans.
6. Implement initiatives and revitalization efforts at the neighborhood level; provide information, develop and recommend policies and procedures for future neighborhood based efforts.
7. Identify grant opportunities to meet community needs identified through departmental or other planning efforts. Assist in preparation of grant application and in administration of grants.
8. Respond to questions and provide information to the public, neighborhood leaders, other city departments and local agencies; work with city departments, city council and other agencies to leverage resources and maintain a united effort in building healthy neighborhoods.
9. Evaluate future development sites; stay abreast of changes to the physical character of neighborhoods and neighborhood issues; attend neighborhood meetings, community meetings and neighborhood events.
10. Working with the planning department staff, analyze and compile technical and statistical information, make recommendations on special studies and prepare reports. Work with GIS specialist to access and organize database, mapping, and geographical information systems.
11. Collect, record, and summarize statistical and demographic information; establish and maintain comprehensive database.
12. Develop, administer and analyze neighborhood and organization surveys to evaluate and reevaluate neighborhood needs and issues; prepare survey summary reports.

C.

Education and experience. The minimum qualifications for the position of Neighborhood Planner shall be a master's degree in urban planning, public administration or other related fields and two years' experience; a bachelor's degree in urban planning, public administration or other related fields and four years of experience; or an equivalent combination of education and experience. The employee should have experience planning and organizing at the neighborhood level.

D.

Salary. The salary for the Neighborhood Planner shall be \$50,000.00 to \$65,000.00 annually. The Neighborhood Planner shall be entitled to two weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Proposed ordinance:

2.70.210 Neighborhood Planner.

A.

Position established. There is established the position of Neighborhood Planner to be appointed by the mayor.

B.

[Responsibilities.] The Neighborhood Planner shall be responsible for performing professional level work in the field of Neighborhood Planner and to provide information and assistance to city officials, city staff, developers, the nonprofit community and the public on neighborhood, federal entitlement programs and development related matters. Performs all other similar related duties as assigned. In the performance of these duties the Neighborhood Planner shall:

1.

Attend and participate in community and neighborhood meetings to gain an understanding of issues and existing resources in evaluating neighborhoods for community development opportunities; maintain familiarity with the development of assigned geographic areas through neighborhood meetings, the development review process and community contacts.

2.

Establish and maintain productive, professional working relationships with community leaders, elected officials, city staff and other agencies; assist in project implementation at neighborhood level; maintain an understanding of a variety of neighborhood group interests and perspectives; research ways to leverage and coordinate resources to accomplish positive change.

3.

Identify active members of the community and assist in developing their potential to become neighborhood leaders; assist in creating organized neighborhood groups; utilize community relationships to assist in forming steering committees, boards and commissions, prepare meeting agendas, notifications and minutes; facilitate meetings.

4.

Lead and participate in the evaluation and strategic development of new and existing neighborhood organizations; facilitate neighborhood

organization and consensus building; train, assist and empower residents to access resources and independently resolve issues.

5.

Work with the entire Office of Planning and Development and others in the creation, development and implementation of Neighborhood plans.

6.

Implement initiatives and revitalization efforts at the neighborhood level; provide information, develop and recommend policies and procedures for future neighborhood based efforts.

7.

Identify grant opportunities to meet community needs identified through departmental or other planning efforts. Assist in preparation of grant application and in administration of grants.

8.

Respond to questions and provide information to the public, neighborhood leaders, other city departments and local agencies; work with city departments, city council and other agencies to leverage resources and maintain a united effort in building healthy neighborhoods.

9.

Evaluate future development sites; stay abreast of changes to the physical character of neighborhoods and neighborhood issues; attend neighborhood meetings, community meetings and neighborhood events.

10.

Working with the planning department staff, analyze and compile technical and statistical information, make recommendations on special studies and prepare reports. Work with GIS specialist to access and organize database, mapping, and geographical information systems.

11.

Collect, record, and summarize statistical and demographic information; establish and maintain comprehensive database.

12.

Develop, administer and analyze neighborhood and organization surveys to evaluate and reevaluate neighborhood needs and issues; prepare survey summary reports.

C.

Education and experience. The minimum qualifications for the position of Neighborhood Planner shall be a master's degree in urban planning, public administration or other related fields and two years' experience; a bachelor's degree in urban planning, public administration or other related fields and four years of experience; or an equivalent combination of education and experience. The employee should have experience planning and organizing at the neighborhood level.

D.

Salary. The salary for the Neighborhood Planner shall be at the non-union grade level 4. The Neighborhood Planner shall be entitled two weeks' vacation commencing with the first year of employment and to receive all benefits provided to non-union employees regularly employed in the administrative service of the city.

Office of the City Attorney
May 20, 2014

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby further amended by deleting Section 2.70.070 (**Manager of Financial and administrative services**) and inserting in its place and stead the following new 2.70.070 (**Manager of Financial and administrative services**):

Current Ordinance to be deleted:

2.70.070 Manager of Financial and administrative services.

A.

Position established. There is established the position of manager of financial and administrative services to be appointed by the mayor.

B.

The manager of financial and administrative services shall be responsible for providing the financial and administrative management of the department, including financial management of grants awarded from state, federal and other sources to the City of Lawrence and administered through the office of community development (OCD). Performing financial and administrative services for the OCD. Position has overall management responsibility for financial and accounting functions for the department. Performs all other related or similar work as required. In the performance of these duties the manager of financial and administrative services shall:

1.

Oversee and/or prepare grant reports and submit in accordance with grant requirements.

2.

Prepare and submit the annual department budget that is funded through the city's general fund. Participate in the presentation to city officials and be accountable to ensure budget is maintained in accordance with approvals.

3.

Prepare comprehensive and accurate budgets for grant applications to support the financial information for the application sought.

4.

Oversee section 108 loans, including billing of loan recipients and payment to HUD semi-annually.

5.

Assist in the preparation of the annual action plan for CDBG and HOME funds.

C.

Education and experience. The minimum qualifications for the position of manager of financial and administrative services shall be a bachelor's degree in accounting or business administration with seven to ten years of professional experience in which major duties include one or more of the following functions: records management, financial administration, budgetary control, accounting, office management or program management in a municipal environment. Experience in grants and contract management is desirable.

D.

Salary. The salary for the manager of financial and administrative services shall be \$50,000.00 to \$65,000.00 annually. The manager of financial and administrative services shall be entitled to two weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Proposed ordinance:

2.70.070 Manager of Financial and administrative services.

A.

Position established. There is established the position of manager of financial and administrative services to be appointed by the mayor.

B.

The manager of financial and administrative services shall be responsible for providing the financial and administrative management of the department, including financial management of grants awarded from state, federal and other sources to the City of Lawrence and administered through the Office of Planning and Development. Performing financial and administrative services for the Office of Planning and Development. Position has overall management responsibility for financial and accounting functions for the department. Performs all other related or similar work as required. In the performance of these duties the manager of financial and administrative services shall:

1.

Oversee and/or prepare grant reports and submit in accordance with grant requirements.

2.

Prepare and submit the annual department budget that is funded through the city's general fund. Participate in the presentation to city officials and be accountable to ensure budget is maintained in accordance with approvals.

3.

Prepare comprehensive and accurate budgets for grant applications to support the financial information for the application sought.

4. Oversee section 108 loans, including billing of loan recipients and payment to HUD semi-annually.
5. Assist in the preparation of the annual action plan for CDBG and HOME funds.

C.

Education and experience. The minimum qualifications for the position of manager of financial and administrative services shall be a bachelor's degree in accounting or business administration with seven to ten years of professional experience in which major duties include one or more of the following functions: records management, financial administration, budgetary control, accounting, office management or program management in a municipal environment. Experience in grants and contract management is desirable.

D.

Salary. The salary for the manager of financial and administrative services shall be \$50,000.00 to \$65,000.00 annually. The manager of financial and administrative services shall be entitled to two weeks' vacation commencing with the first year of employment and shall be entitled to such other benefits which other employees in the administrative service of the city receive.

Office of the City Attorney
May 20, 2014

FINAL DRAFT OF ORDINANCES TO BE SUBMITTED BY THE CITY ATTORNEY

ORD#: 2014-23 -APPROVED: 7-1-14 -EFFECT DATE: 7-1-14

Attest: William J. Maloney, City Clerk