



Legislation Details (With Text)

File #: ORD-05:240 **Version:** 1 **Name:** Creation of the Community Development Department

Type: Ordinance **Status:** Passed

File created: 3/24/2005 **In control:** Finance & Administration Council Committee

On agenda: **Final action:** 4/5/2005

Title: AN ORDINANCE CREATING A DEPARTMENT OF COMMUNITY/ECONOMIC DEVELOPMENT; SETTING OUT THE DUTIES; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

Sponsors:

Indexes: Other, Position - creation/amendment

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/5/2005	1	City Council	Passed	Pass
3/24/2005	1	Finance & Administration Council Committee	Recommended to Council	Pass

AN ORDINANCE CREATING A DEPARTMENT OF COMMUNITY/ECONOMIC DEVELOPMENT; SETTING OUT THE DUTIES; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES
BE IT ORDAINED by the City Council of the City of Jonesboro, Arkansas, that:

SECTION 1: There is hereby created the Department of Community/Economic Development for the City of Jonesboro, Arkansas.

SECTION 2: The administration of all duties of the department shall be under the Director of Community/Economic Development (formerly the Grants/MPO Coordinator) at the direction of the Mayor and with supervision of the Finance Committee of the City Council.

SECTION 3: The Director of the Department of Community/Economic Development shall be appointed by the Mayor with approval by the City Council.

SECTION 4: The Director shall have the customary powers of a Chief Executive of a department. These powers to include the following:

- (A) To hire and terminate personnel within this department with the approval of the Mayor or with approval of majority vote of the City Council.
- (B) To arrange workloads in the department.
- (C) To execute provisions of this ordinance as recommended by the Finance Committee.
- (D) Such other powers and functions as are delegated to the Department of Community Development as recommended by the Finance Committee.

SECTION 5: The Department of Community/Economic Development shall consist of the following personnel and perform the following duties:

- (A) Director of Community Development, Metropolitan Planning Organization (MPO) Coordinator, Grants Coordinator (budgeted as a new position for July 1, 2005) and part-time help as needed. Additional positions may be added to the department as future needs warrant with approval of the City Council.
- (B) Make recommendations to the Mayor concerning projects which would be of benefit to the community or economic development.
- (C) Administer the Metropolitan Planning Organization and all functions associated with this office.
- (D) Administer the Community Development Block Grant (CDBG) program and all grant applications for the various city departments.
- (E) Assist the Mayor in economic and industrial development/recruitment.
- (F) Any additional duties which may be assigned by the Mayor or Finance Committee.

SECTION 6: The following budgets/appropriations for 2005, as adopted by Ordinance 3506, shall be transferred to the Department of Community/Economic Development Fund with three department accounts (MPO, Federal Programs, and Outside Agencies):

- (A) FUND: Streets/ Department: MPO Operations
- (B) FUND: Federal Grants/Department: CDBG Administration
- (C) FUND: General-Operating/Department: Mayor's Salaries (\$45,570)
- (D) FUND: General-Operating/Department: Outside Agencies
 - (111 Senior Citizens)
 - (231 Misc.)
 - (286 CRDC)
 - (287 EAPDD)
 - (288 Office of Emergency Services)
 - (293 Industrial Development)
 - (305 Craighead Conservation)
 - (310 MATA Committee)
 - (311 Leadership Council)
 - (321 DVA)
 - (323 JCPA)
 - (325 Transit System Subsidy)

SECTION 7: The annual compensation (before taxes and benefits) for each position shall be as follows, subject to City of Jonesboro salary plan:

Director of Community Development (Grade 24)	\$60,813.38
MPO Coordinator (Grade 19)	\$53,750.17
Grants Coordinator (Grade 18)	\$37,112.64
Part-Time Grants Assistant	\$18,000.00

Part-Time Clerical

\$11,500.00

SECTION 8: Where permitted, the Department of Community/Economic Development will include a minimum of four percent (4%) administration in each grant application to offset the costs of administration and reporting functions for grants, and to offset the costs of the annual audit of federal programs. Administrative funds will be deposited into the General Operating Fund.

SECTION 9: In order to accomplish the move of the Department of Community/Economic Development to the Huntington Building and to accommodate the additional staff person, Ordinance No. 3506 also known as the 2005 City Budget, shall be amended and the sum of \$5,000.00 shall be appropriated from the Unappropriated Balance of Fixed Assets to purchase the necessary equipment/furnishings for the Department of Community/Economic Development.

SECTION 10: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed upon approval of this ordinance and its full implementation.

SECTION 11: WHEREAS, it is necessary that the finances of the City of Jonesboro, Arkansas be efficiently administered and accounted for and whereas this ordinance is necessary for the proper establishment of the Department of Community/Economic Development fund and for the transfer of appropriations to this fund, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.

APPROVED AND ADOPTED this 5th day of April, 2005.