



# ADMINISTRATIVE ORDER

## City of Northampton

### **Amend City of Northampton Administrative Code, Part I Administrative Organization, Section 2.01 as follows:**

#### Authorities and Responsibilities

The Office of the Mayor supports the chief executive officer in carrying out the duties set forth in Article 3 of the Charter. ~~The office oversees housing, community development block grants, and economic development.~~ The Mayor's Executive Assistant serves as staff to the License Commission.

### **Amend City of Northampton Administrative Code, Part I Administrative Organization, Section 2.07 as follows:**

#### Authorities and Responsibilities

The Office of Planning and Sustainability identifies and implements the City's vision for sustainable land use and growth. The office performs comprehensive and strategic planning, demographic and policy analysis, historic planning and preservation, open space and recreation planning and implementation, sustainable transportation planning and implementation, and environmental project implementation. The office manages the land use and environmental permitting process. **The office administers the City's Community Development Block Grant (CDBG) program and coordinates plans for affordable housing, homeless and social services and the needs of those with disabilities. The community development planner serves as the City's Americans with Disabilities Act (ADA) coordinator.**

The office provides administrative, clerical and technical support to the Planning Board, Conservation Commission, **Disability Commission**, Zoning Board of Appeals, Historic District Commission, Central Business Architecture Committee, Agricultural Commission, and the Community Preservation Committee.

### **Amend City of Northampton Administrative Code, Part I Administrative Organization, Section 4.03 as follows:**

#### Authorities and Responsibilities

Senior services operates the City's senior center to provide services for the enjoyment of residents aged 55 or older within the City. The department is responsible for outreach to seniors in the community. The department develops health, cultural and recreational programs for seniors. ~~The director serves as the City's Americans with Disabilities Act (ADA) coordinator.~~

The department provides administrative, clerical and technical support to the Council on Aging, ~~and the Disability Commission.~~

**Amend City of Northampton Administrative Code,  
Part I Administrative Organization, Section 6.01 as follows:**

Authorities and Responsibilities

The Department of Public Works is responsible for design, engineering, maintenance and repair of all public works infrastructure. The department shall be made up of the following divisions: ~~administration; engineering; highways; solid waste; water; and wastewater~~ **administration & engineering; highway; forestry, parks & cemeteries; water; wastewater; and solid waste.** The City's Tree Warden, appointed by the Mayor to carry out the duties set forth in MGL c. 87, shall be an employee of the department **under the supervision of the director.** The department oversees the City's enterprise funds for water, sewer, stormwater, and solid waste and is responsible for billing. The department makes annual recommendations to the Mayor for water and sewer rates, which shall be subject to the approval of the City Council.

**Amend City of Northampton Administrative Code,  
Part II Multiple-Member Appointive Organization, Section 1.09 as follows:**

**Unless otherwise specified by this Administrative Code,** ~~Each~~ multiple-member body shall annually elect from its membership a chair, **and** vice-chair ~~and clerk~~, and such other officer or officers as are deemed necessary or as is required by law. The annual election shall occur at the first regular meeting after July 1. The Mayor and City Clerk shall be notified of the officers of each body upon their election. The chair shall preside over all meetings of the multiple-member body, and is the official representative of the multiple-member body in all proceedings before the City Council and other officials in the City. The vice-chair performs the chair's functions in the absence of the chair. ~~The clerk is responsible for the certification of the multiple-member body's meeting minutes, and observance of the Open Meetings Law.~~

**Amend City of Northampton Administrative Code,  
Part II Multiple-Member Appointive Organization, Section 5.0 as follows:**

Established

There shall be a Board of Assessors consisting of three members, ~~one member of which shall be the Principal Assessor.~~

**Amend City of Northampton Administrative Code,  
Part II Multiple-Member Appointive Organization, Section 11.0 as follows:**

Established

There shall be an Energy and Sustainability Commission consisting of 11 members, as follows; Director of Central Services, or ~~his/her~~ **their** designee; Director of Public Works, or ~~his/her~~ **their** designee; Director of Planning and Sustainability, or ~~his/her~~ **their** designee; Building Commissioner, or ~~his/her~~ **their** designee; ~~a representative of Smith Vocational and Agricultural High School selected biannually by the Smith Vocational and Agricultural High School Superintendent~~ **Facilities Director, or their designee**; two elected officials; and four members of the public. **The Director of Planning and Sustainability shall serve as Chair and the Director of Central Services shall serve as Vice Chair. The Energy and Sustainability Officer shall serve as staff advisor to the Commission.**

**Amend City of Northampton Administrative Code,  
Part II Multiple-Member Appointive Organization, Section 14.0 as follows:**

Established

There shall be a Housing Partnership consisting of ~~15~~ **11** members, consisting of those representing the interests of people with low and moderate incomes, the housing and real estate industry, City boards and commissions involved in housing policy and/or projects, including but not limited to the Planning Board and the Zoning Board of Appeals. The partnership will strive to achieve maximum diversity in its membership.

**Amend City of Northampton Administrative Code,  
Part II Multiple-Member Appointive Organization, Section 24.0 as follows:**

Established

There shall be a Transportation and Parking Commission consisting of 11 members as follows: Director of Public Works, or ~~his/her~~ **their** designee; Director of Planning and Sustainability, or ~~his/her~~ **their** designee; Police Chief, or ~~his/her~~ **their** designee; ~~Director of Central Services~~ **Parking Enforcement Administrator**, or ~~his/her~~ **their** designee; ~~a member of the Planning Board, selected biannually by the Planning Board;~~ two elected officials; and ~~four~~ **five** members of the public. **The Director of Public Works shall serve as Chair and the Police Chief shall serve as Vice Chair.** The City's Traffic Engineer ~~and Parking Clerk~~ shall serve as advisors to the commission.

Authorities and Responsibilities

The Transportation and Parking Commission advises the Mayor and City Council on the safety, efficiency, and sustainability of its multi-modal transportation system for automobiles, bus transit, passenger rail, bicycles, and pedestrians. The commission researches and recommends City policies related to transportation and/or parking. The commission shall review and make recommendations on any ordinance related to transportation and/or parking **referred to it by the Mayor or City Council.** The commission shall receive and review input from City residents, businesses, and neighborhoods on issues or concerns related to transportation and/or parking, **including** ~~The commission holds hearings, reviews data, and makes recommendations on applications filed under the City's traffic calming requests program administered by the~~ **Department of Public Works.**