



City of Cambridge

In the Year One Thousand, Nine Hundred Eighty

AN ORDINANCE

In amendment to an ordinance formerly entitled "The General Ordinances of the City of Cambridge" as revised in 1972 and now designated as "The Code of the City of Cambridge".

Be it ordained by the City Council of the City of Cambridge as follows:

Chapter Two entitled "Administration" is hereby amended by adding at the end thereof four new articles entitled "Article XXXIV Assistant City Manager for Human Service Programs", "Article XXXV Commission for Human Service Programs", "Article XXXVI Neighborhood Councils" and "Article XXXVII Severability of Sections", which reads as follows:

ARTICLE XXXIV. ASSISTANT CITY MANAGER FOR HUMAN SERVICE PROGRAMS.

Section 1. Establishment of Department.

There is hereby established a Department of Human Service Programs that shall consist of the Civic Unity Committee, Community Schools, the Council on Aging, the Department of Recreation, the Youth Resources Bureau, and any other department that the City Council may determine could thereby operate its programs more effectively.

Section 2. Assistant City Manager for Human Service Programs Heads Department.

The Assistant City Manager for Human Service Programs shall be in charge of the Department of Human Service Programs, and shall be considered a department head within the provisions of General Laws of Massachusetts, Chapter 43, Section 103.

Section 3. Appointment and Term of Assistant City Manager for Human Service Programs.

The Assistant City Manager for Human Service Programs shall be appointed by and serve at the pleasure of the City Manager. It is the intention of this provision to fix all responsibility and vest all authority for the appointment and removal of the Assistant City Manager for Human Service Programs in the City Manager.

Section 4. No Civil Service or Tenure Rights.

The Assistant City Manager for Human Service Programs shall have not rights under Civil Service, nor acquire any rights of tenure in any manner.

Section 5. Power and Duties of Assistant City Manager for Human Service Programs.

The powers and duties of the Assistant City Manager for Human Services Programs shall be such as are designed and assigned from time to time by the City Manager. The Assistant City Manager for Human Service Programs shall have all the powers, rights, and duties that the City Manager shall determine are necessary for the proper functioning and general effectiveness, as well as for the control, of the departments, divisions, boards, agencies, commissions, councils, and officers of human services in the City.

The duties of the Assistant City Manager for Human Service Programs shall include but not be limited to:

1. Identification of human service needs in the city and assessment of the adequacy of public and private resources to meet those needs.
2. Planning, coordination, and evaluation of the human service programs of the City of Cambridge.
3. Education of the community to enhance understanding of human service issues.
4. Maintenance of effective working relationships with other local organizations such as the Cambridge School Department, the Cambridge Housing Authority, the Cambridge-Somerville Home Care Corporation, and the Cambridge-Somerville Mental Health Services, as well as the local area boards of the various state agencies concerned with human services, and those agencies in the private sector which contribute to the welfare of the citizens of Cambridge.
5. Communication and coordination with all federal, state, and private planning and service delivery agencies concerned with human service activities, and taking such action regarding available funds and programs as is indicated to enhance the quality of life for Cambridge citizens.
6. Responding to reasonable requests from the Commission for Human Service Programs for information and staff support, so that the Commission may fulfill its duties and responsibilities.
7. Development, with Neighborhood Councils, of mechanisms for the purpose of supporting and enhancing their capacity to respond effectively to the needs of their areas.

Section 6. Compensation for Assistant City Manager for Human Service Programs.

The Assistant City Manager for Human Service Programs shall receive as annual compensation the same amount set forth in Section 2-191 of this chapter.

ARTICLE XXXV. COMMISSION FOR HUMAN SERVICE PROGRAMS

There shall be a commission consisting of nine members, herein called the Commission for Human Service Programs, and appointed by the City Manager.

It shall be the function of the Commission to advise the City Manager on all policy issues and major problem areas pertaining to human service matters and to promote activities that enhance the quality of life for all the citizens of Cambridge.

Section 1. Membership, Appointment, and Terms of Commission for Human Service Programs.

1. The Commission shall consist of nine members, all of whom shall be appointed by the City Manager. In making appointments to the Commission, the City Manager shall at all times endeavor to achieve a reasonable balance among the racial, ethnic, socio-economic, neighborhood, and age-group interests in the city. All members shall be bonafide residents of the City of Cambridge. There shall be one designee from the office of the Superintendent of Schools; two with experience and knowledge of human services in the city's private sector; and six community representatives with experience and knowledge of the city's human services.
2. The initial appointees shall serve for the following terms: two community representatives and one private sector representative for three years; one community representative and one private sector representative for two years; and three community representatives for one year; the School Department appointee shall serve at the discretion of the Superintendent.
3. After the initial terms, all Commissioners shall be appointed for a term of three years, with a limit of two consecutive terms for each members. The School Department appointment shall be at the discretion of the Superintendent. At least four of the members shall have served on a Neighborhood Council within six months prior to appointment.
4. The Commission shall elect, annually, a Chairperson and a Vice-Chairperson from among its members.
5. The City Manager shall, by public notice, solicit nominations from the citizens of Cambridge for vacancies on the Commission for Human Service Programs.
6. If a Commission member shall fail to attend, in any calendar year, at least one quarter of the regular meetings of the Commission, without adequate explanation, the City Manager shall appoint a replacement for said member.
7. No Commission member shall serve as a Neighborhood Council member during his or her term on the Commission.

Section 2. Duties and Responsibilities of Commission for Human Service Programs.

It shall be the duty and responsibility of the Commission to:

1. Prepare, every three years and update annually, a planning document which shall set forth priority areas for human services and indicate the resources available to the city which can be utilized to support those efforts. This planning document shall also include, as an attachment, the complete set of recommendations received by the Commission from the Neighborhood Council in each Human Service Area, as well as all recommendations received from the Council on Aging. The first planning document shall be submitted to the City Manager no later than December 1 of 1981. Subsequent documents shall be submitted no later than December 1 of every third year thereafter.
2. Convene an annual convention of all Neighborhood Councils. All members of the City Council, as well as the general public, shall be invited to participate. Staff shall be present to give assistance and information. The purpose of the meeting is to generate discussion on human service concerns in the neighborhoods.
3. Adopt such other duties and responsibilities as may be agreed upon by the Assistant City Manager and the Commission.
4. Hold regular Commission meetings, at least ten each year.

ARTICLE XXXVI. NEIGHBORHOOD COUNCILS.

Section 1. Establishment of Neighborhood Councils.

The City Manager shall establish Human Service Program Areas in the city, with the consent of the City Council. The Areas shall be coterminus with the elementary school districts, as established on April 1, 1980.

Each Human Service Program Area shall have a Neighborhood Council, which shall be representative of that Area democratically chosen and open to membership by all residents of the area.

Each Council shall elect from among its members, annually, a Chairperson and Vice-Chairperson. Each Council shall adopt by-laws that, at a minimum, are not inconsistent with the provisions of this Ordinance or with any other provisions of the Code of the City of Cambridge.

Section 2. Function and Purpose of the Neighborhood Councils.

It shall be the function of each Neighborhood Council to promote, encourage, and coordinate new and existing services to enhance the quality of life for the citizens it represents.

Section 3. Duties and Responsibilities of Neighborhood Councils.

It shall be the duty and responsibility of each Neighborhood Council to:

1. Identify the community needs and resources in the Area and recommend appropriate program and policy priorities.
2. Prepare, every three years and update annually, a set of recommendations regarding human service priorities within its Area for submission to the Commission for Human Service Programs for inclusion in its triennial planning document by October 1, 1981, and by October 1 of every third year thereafter.
3. Develop, every year, the budget designated for support of programs in the Area to be submitted to the Assistant City Manager for Human Service Programs. The Neighborhood Council shall use the budget development process as an opportunity to monitor and revise, as necessary its triennial plan.
4. Screen applicants and prepare a listing of qualified candidates for the position designated by the Assistant City Manager as the senior staff position in the Area.
5. The Neighborhood Council may submit names for consideration for appointment to the Commission for Human Service Programs.

Section 4. Implementation of Neighborhood Councils.

During a one year period subsequent to the adoption of this Ordinance, the duties of the Neighborhood Councils shall be performed by the respective Community Schools Councils. The Assistant City Manager shall provide support for the Community Schools Councils to broaden their memberships and to increase their scope of services during the transition phase.

Upon completion of this period, the Assistant City Manager for Human Service Programs and the Commission for Human Service Programs shall recommend to the City Council an amendment to this ordinance which details a plan for final merger of those duties and the establishment of permanent Neighborhood Councils.

ARTICLE XXXVII. SEVERABILITY OF SECTIONS.

Section 1. Severability of Sections.

If any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction said portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

All positions presently under Civil Service shall remain under Civil Service and therefore under the protection of the Massachusetts Department of Civil Service.

This Ordinance shall be in force from the day it takes effect and the City Council may review and evaluate the progress of the administration, programs, and the like from time to time. The City Council may alter, amend, or if it desires, rescind the Ordinance if it finds that the Ordinance is not working for the best interest of the citizens of Cambridge.

This Ordinance shall take effect as of July 1, 1980.

In City Council June 9, 1980.

Passed to be ordained as amended by a yeas and nays vote: Yeas 6; Nays 3; Absent 0.

James L. Sullivan, City Manager.

ATTEST:- Paul E. Healy, City Clerk.

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