

# Memorandum

## City of Lawrence

### City Manager's Office

TO: Diane Stoddard, Interim City Manager  
CC: Casey Toomay, Assistant City Manager  
FROM: Britt Crum-Cano, Economic Development Coordinator  
DATE: July 1, 2015  
RE: Proposed policy review and revision process and timelines: NRA, IRB and Incentive Application

#### **Background**

At the June 9, 2015 City Commission Study session, Staff was directed to outline a review process with suggested timelines for revising City NRA and IRB policies as well as updating the application for public assistance. Below is a proposed policy review process followed by a suggested time frame.

#### **Proposed Economic Development Policy Review Process**

A major policy revision calls for careful consideration of immediate and long-term impacts to the community. Input from multiple stakeholders is suggested. Typically, a series of discussion, revision, review & recommendation steps are necessary before final agreement is reached on changes. The below action steps are suggested and can be repeated as necessary.

1. Study Session: City Commission discusses the use of the tool and issues, provides direction to staff on preparing review materials (e.g. policy changes, application changes, use of analytics, etc.) for future consideration
2. Staff prepares review materials based on City Commission input from study session
3. City Commission receives review materials and refers to PIRC and JEDC for recommendations
4. PIRC provides review and recommendations
5. JEDC provides review and recommendations
6. City Commission receives PIRC and JEDC recommendations, directs staff on revisions to policy, application, and/or analytics
7. The County Commission and School Board reviews revisions and provides recommendation on changes
8. City Commission receives final recommendations and directs staff on changes
9. City Commission authorizes final revisions to policy through resolution.

## Tentative Calendar for Economic Development Policy Review and Revisions

Date	Action Item
6/9/2015	CC Study Session
June-July	Staff prepares review materials
7/7/2015	CC receives NRA review materials and refers to PIRC and JEDC for recommendations
August	CC receives IRB and Application review materials and refers to PIRC and JEDC for recommendations
August	PIRC review and recommendations
August	JEDC review and recommendations
September	CC receives PIRC and JEDC recommendations, directs staff as to changes
September	Staff prepares review materials based on latest CC input
October	County Commission reviews changes and provides recommendations
October	School Board reviews changes and provides recommendations
November	CC review of County and USD input, CC provides direction to staff on revisions to policy, application, or analytics
November	Staff prepares review materials based on latest CC input
December	CC considers final policy changes and authorizes via resolution or continues revision process.

### **Requested Commission Action**

Provide direction to staff on the review and revision process and timeline for updating NRA and IRB policy and changes to the City's incentive application.