

## **RESOLUTION NO.**

**WHEREAS**, the Land Development Code (Sec. 25-1-801) defines a neighborhood plan contact team (“contact team”) as a group of individuals designated to implement an adopted neighborhood plan; and

**WHEREAS**, a contact team works with city staff to prioritize the implementation of the plan, reviews and initiates plan amendments, serves as the community point of contact, and works on behalf of neighborhood stakeholders; and

**WHEREAS**, the Land Development Code (Sec. 25-1-801) states that a contact team is a separate body apart from any other existing or future neighborhood organization; and

**WHEREAS**, the Land Development Code (Sec. 25-1-805) sets forth criteria for membership on a contact team but does not identify how the members are designated; and

**WHEREAS**, the Land Development Code (Sec. 25-1-805) sets forth certain reporting responsibilities for a contact team but does not have a codified enforcement mechanism when a contact team is not complying with the City Code or its own bylaws; and

**WHEREAS**, contact teams are self-governing and have varied requirements for membership and voting, with some requiring a lengthy residency period before an individual may participate in the contact team; and

**WHEREAS**, an open and inclusive process for contact teams can ensure that a variety of voices are heard and well-informed decisions are made; and

**WHEREAS**, the FY 2015 Audit Plan calls for the Office of the City Auditor to conduct an audit of Neighborhood Planning Communication including neighborhood plan contact teams, slated for completion in 2015; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

The City Manager is directed to initiate code amendments to the Land Development Code (Title 25) to add oversight and compliance requirements for contact teams, including:

- The ability for the City to formally recognize a contact team for a specific planning area and to require that contact team bylaws comply with guidelines,
- Requirements for contact team official meetings such as advertising the meeting with reasonable advance notice, holding the meeting at a public place, and preparing documentation of actions,
- The ability for the City to rescind recognition of a contact team if it does not comply with the requirements, and
- A process to handle community-initiated grievances pertaining to contact teams.

**BE IT FURTHER RESOLVED:**

The City Manager is directed to hold stakeholder meetings regarding the code amendments, hold a public hearing at the Planning Commission, bring the

changes to the Planning and Neighborhoods Committee, and present recommendations to the full City Council within 120 days.

**ADOPTED:** \_\_\_\_\_, 2015

**ATTEST:** \_\_\_\_\_

Jannette S. Goodall  
City Clerk